

1997-98 Catalog



Edison Community College
**A STUDENT-CENTERED
LEARNING COLLEGE**





EDISON COMMUNITY COLLEGE

1997-1998 CATALOG

Charlotte County Campus
26300 Airport Road
Punta Gorda, Florida 33950-5759
(941) 637-5600

TTY (941) 637-5633
(For Hearing or Speech Impaired Only)

Collier County Campus
7007 Lely Cultural Parkway
Naples, Florida 34113-8977
(941) 732-3700

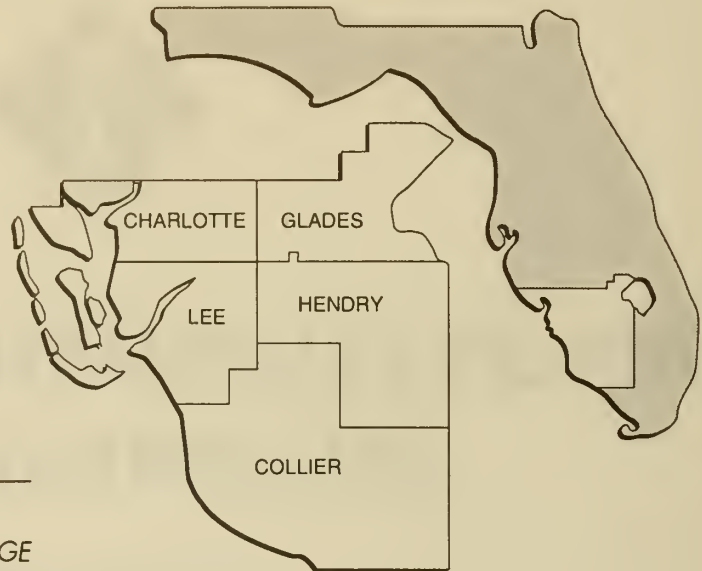
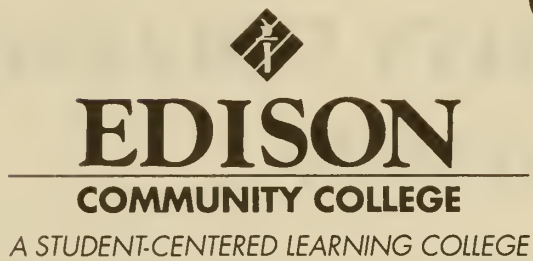
TTY (941)-732-3788
(For Hearing or Speech Impaired Only)

Internet Address: <http://www.edison.cc.fl.us>

Lee County Campus
8099 College Parkway, SW
P.O. Box 60210
Fort Myers, Florida 33906-6210
1-800-749-2ECC or
(941) 489-9300

TTY (941) 489-9093
(For Hearing or Speech Impaired Only)

Edison Community College is part of the Florida state system of public community colleges and is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate in Arts and Associate in Science degrees and Certificates. Edison is also a member of the American Association of Community Colleges and the Florida Association of Community Colleges. The information in this catalog is subject to change without notice. Students needing special accommodations should contact 489-9033, Ext. 1033 at the Lee County Campus, seventy-two hours prior to anticipated visit. Documentation of the specific need is required.



DISTRICT OFFICES

8099 College Parkway, S.W.
P.O. Box 60210
Fort Myers, Florida 33906-6210

DISTRICT ADMINISTRATION

Kenneth P. Walker
President

Robert R. Jones
Vice President
Management and Budget

James A. Slusher
Executive Vice President
Provost, Lee County Campus

Harold E. Nolte
Vice President
Student Services

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Edison Community College District Board of Trustees



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Chair
Charlotte County



Archie B. Hayward, Jr.
Vice Chair
Lee County



Tom C. Heber
Hendry County



Mary Lee Mann
Lee County



John D. McQueen
Charlotte County



Daniel R. Monaco
Collier County



Cathy S. Reiman
Lee County



Dr. Marie F. Snow
Collier County



Katherine L. Warr
Glades County



Dear Students,

Welcome to Edison Community College. Our faculty and staff are dedicated to the philosophy of providing top quality education in a friendly atmosphere with individual attention to the needs of our students. You will find that we have an outstanding faculty qualified by professional preparation and experience, and dedicated to the creation of a meaningful, successful, and disciplined learning environment.

At Edison, we believe in designing the system around the student's needs, not in molding the student to the system. We call this environment a *student-centered learning college*. We strive to provide learning opportunities which encourage students to become immersed in and responsible for their educational process, with assistance from staff and faculty. We believe in providing an environment rich in opportunity, encouragement, and methods that allow students to become successful, responsible learners today and competent, accountable leaders of tomorrow.

We are committed to the pursuit of excellence through effectiveness, innovation and accountability. Please help us achieve excellence by coming to Edison with a dedication and commitment for serious learning which will enable you to reap the maximum benefits from your experience here. We also invite you to give of your time, effort and abilities in a positive and constructive way which will enrich your learning and make the college a better place because you have been here.

Sincerely,

Kenneth P. Walker
District President

MISSION STATEMENT

EDISON COMMUNITY COLLEGE

Edison Community College provides post-secondary learning opportunities so you can satisfy your educational needs. Specifically, we fulfill our mission through

- Undergraduate Associate in Arts degree learning focused on upper-division transfer.
- Associate in Science degrees and occupational certificates focused on job preparation through skills acquisition or enhancement.
- Developmental learning designed to assist you in acquiring or renewing skills necessary for college-level learning.
- Shorter term skills enhancement through credit and continuing education programs.
- Leadership as an educational and cultural resource.



Programs, activities and facilities of Edison Community College are available to all on a non-discriminatory basis, without regard to race, color, creed, religion, sex, age, handicap, marital status, or national origin. The college is an Equal Access/Equal Opportunity Employer. Questions pertaining to educational equity, equal opportunity or equal access should be addressed to the Director of Human Resources.

History

Edison Community College celebrates 36 years of service to Southwest Florida this year. Since the first students were admitted to Edison in the fall of 1962, the college has enrolled more than 150,000 students in credit courses. Associate in Arts and Associate in Science degrees are offered at Edison as well as one-year certificate programs.

From its first quarters in the old Gwyne Institute Building in downtown Fort Myers, Edison moved to its permanent 135-acre campus in South Lee County in June 1965. Following a master plan designed to provide for growth and future needs, the Lee County Campus now includes eight permanent structures and the Barbara B. Mann Performing Arts Hall to meet the needs of students and a growing community. The University of South Florida at Fort Myers is located adjacent to Edison's Lee County Campus, offering expanded educational opportunities to students at both institutions.

Edison's Collier County Campus opened in March of 1992. The beautiful campus is located on a 50-acre site near State Road 951 and Rattlesnake Hammock Road, in east Naples. The Charlotte County Campus opened in 1997. Located on a wooded site on Airport Road in Punta Gorda, the campus is an excellent addition to the Charlotte area.

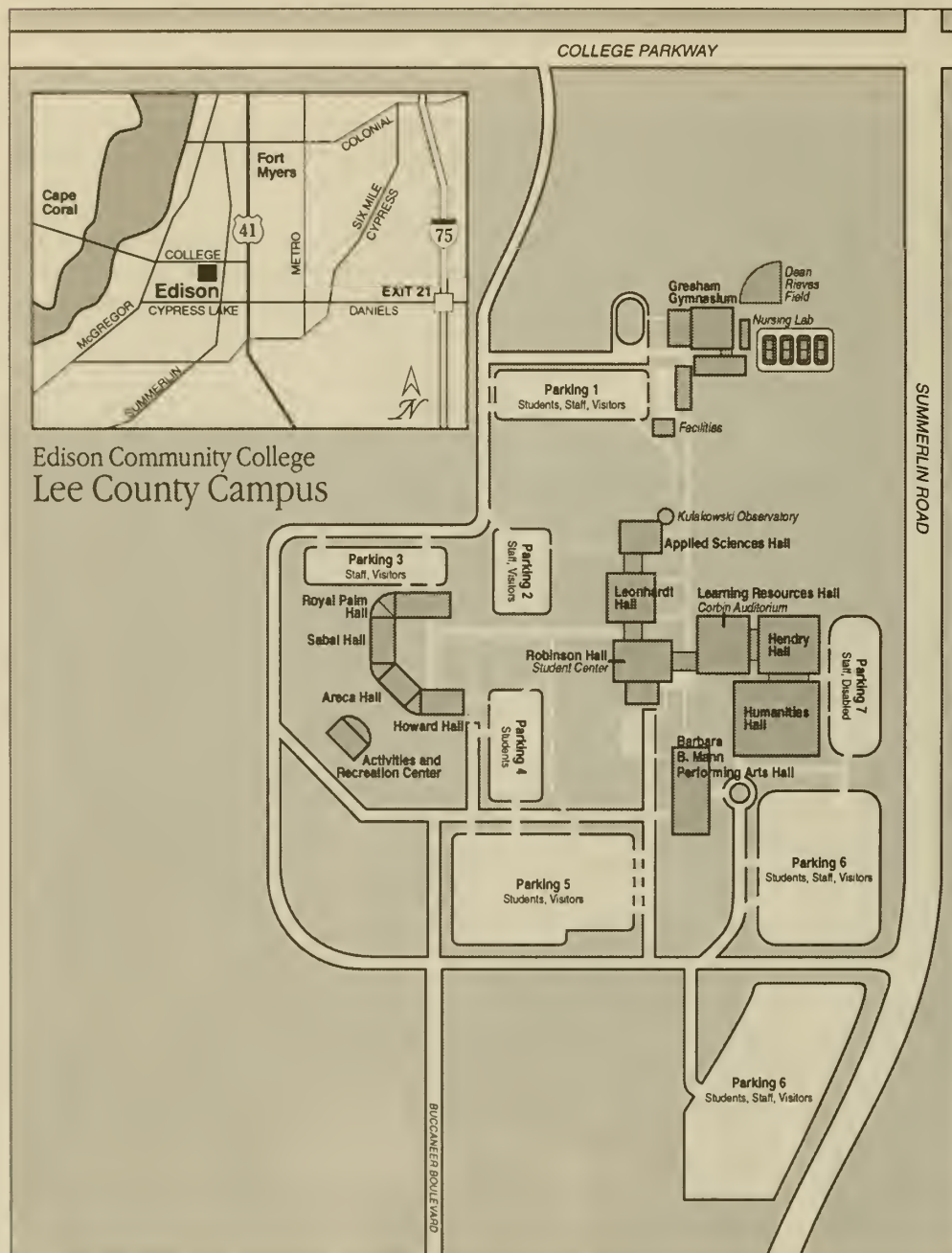
Edison receives its funding primarily from the State of Florida. Student fees and federal grants provide approximately one-third of the college budget, with individual and private grants supplementing the nearly two-thirds provided by state sources. The Edison Community College Foundation, Inc., provides more than \$500,000 per year in aid to Edison students and programs.

Edison Community College is governed by its District Board of Trustees composed of nine representatives of Charlotte, Collier, Hendry, Glades and Lee Counties. The members are appointed to four-year terms by the Governor of Florida. Currently about 450 professional and support staff members provide the full-time instructional and support services for the more than 10,000 credit and 12,000 non-credit students who participate in Edison courses and programs each year.



Lee County Campus

The Lee County Campus is located on approximately 135 acres between College Parkway and Cypress Lake Drive in South Lee County. Courses of study leading to Associate in Arts, Associate in Science, or Certificate programs, as well as non-credit Continuing Education classes are offered at the Lee County Campus. The first permanent location of the college, the Lee County Campus, was constructed in 1965. The campus is made up of one and two story classroom buildings including: library; bookstore; cafeteria; student center; auditorium; gymnasium and physical education facilities, and specialized laboratories for science, computer science, nursing, health technologies, and college preparatory classes. The Barbara B. Mann Performing Arts Hall, the Gallery of Fine Art, and the Kulakowski Observatory are located on the Lee County Campus.



Applied Science Hall

Health Sciences

Leonhardt Hall

Learning Assistance
Science & Mathematics

Robinson Hall

Administrative Offices
Bookstore
Cafeteria
Classrooms
Information
Student Services
Student Development
Student Government and Club Offices
Student Support Services

Learning Resources Hall

Business Office
Corbin Auditorium
Human Resources
Learning Resources

Humanities Hall

Art Gallery
Communications
Fine Arts
Humanities
Social Sciences

Hendry Hall

Business Tech
Computer Labs
Engineering Lab
Public Services Lab

Sabal Hall

Edison Advising
Edison Assessment
Edison Counseling

Royal Palm Hall

Edison Admissions
Edison Continuing Education
Edison Records
Edison Registration
Edison Financial Aid

Gresham Gymnasium

Gym
Classroom

Activities & Recreation Center

USF Wellness Center

Areca Hall

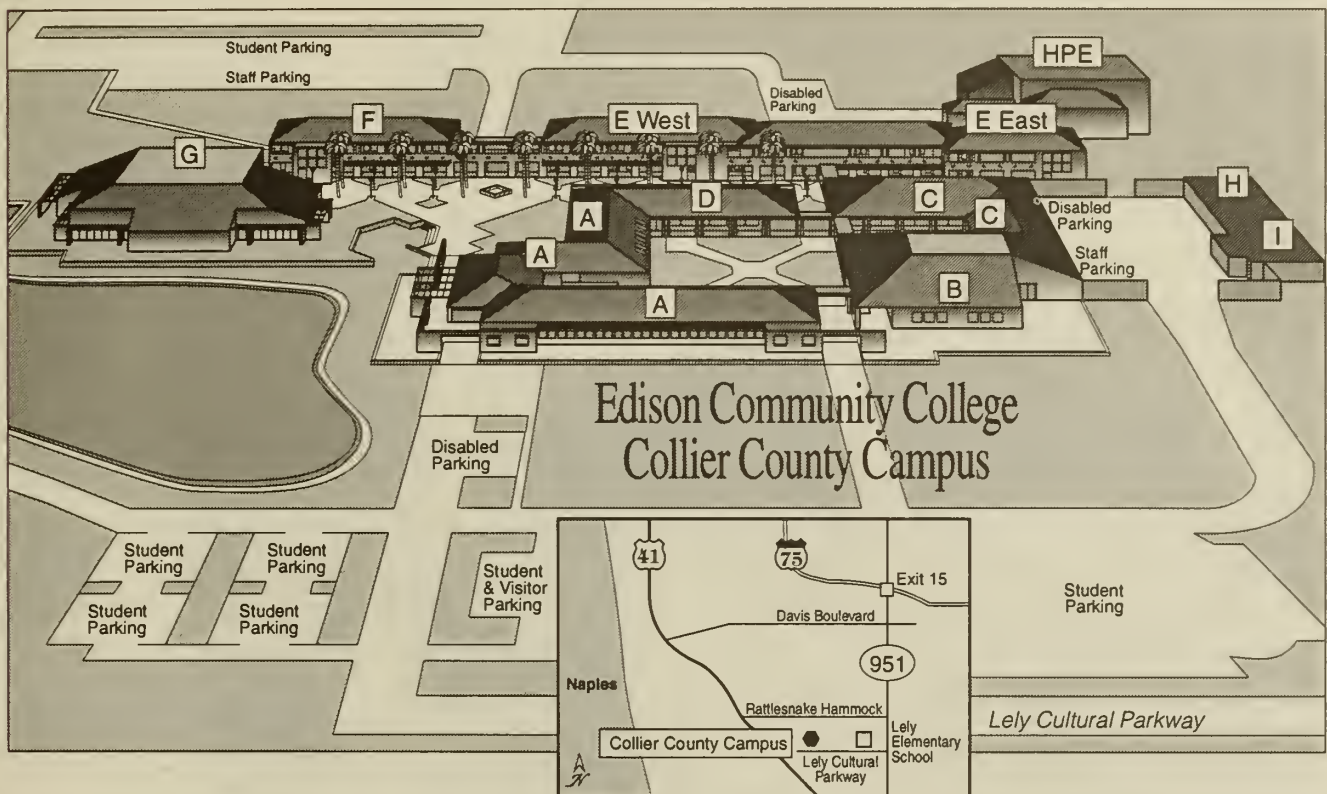
Lecture Halls
USF Faculty

Howard Hall

USF Admissions
USF Records
USF Registration
USF Financial Aid

Collier County Campus

The Collier County Campus of Edison Community College is located on a 50-acre site at 7007 Lely Cultural Parkway, just south of Rattlesnake Hammock Road and west of State Road 951 near Naples. The campus is made up of one- and two-story classroom buildings including the library, bookstore, cafeteria, classrooms, auditorium, student center, gymnasium and physical education facilities; biology, chemistry, and physics laboratories; specialized laboratories for computer science, EMT, and nursing; and college preparatory classes. Day, evening and weekend classes are offered in programs leading to the Associate in Arts Degree and the Associate in Science Degree as well as non-credit Continuing Education workshops, seminars and classes.



"A" Building:

Administration
Admissions
Cashier
Continuing Education
Counseling
Faculty Office
Registration
Student Services

"B" Building:

Auditorium

"C" Building

Bookstore
Cafeteria

"D" Building

Student Center

"E" Building:

Classrooms
Computer Lab
Nursing Lab
Science Labs

"F" Building:

Faculty Office

"G" Building:

Learning Resources
Classrooms
Learning Assistance Lab

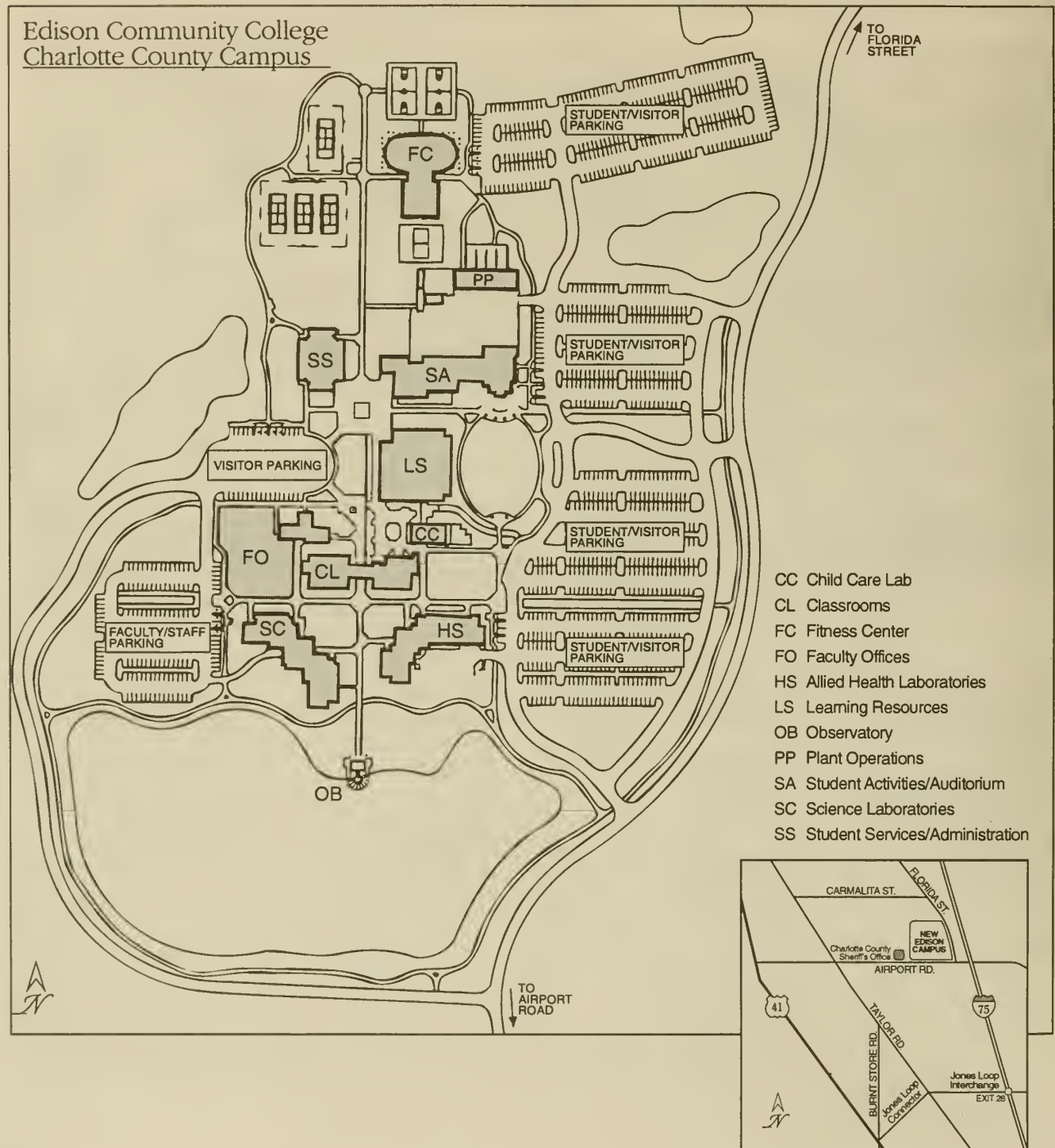
"H" & "I" Building:

Plant Operations

Charlotte County Campus

The Charlotte County Campus is located on a 200 acre site at 26300 Airport Road near I-75. From 11 buildings in a beautiful and traditional setting, the campus offers a full range of higher education services.

With classes and personnel available days, evenings, and weekends, the campus provides convenient access to AA and AS degrees, personal and occupational improvement, as well as Continuing Education programs and support services.





Sources of Edison Student Information

The Edison Community College Catalog is the official source of information on courses, programs, fees, academic requirements and also serves as the student handbook. The regulations in this catalog are based upon current conditions and are subject to change without notice. Edison Community College reserves the right to modify any statement in accordance with unforeseen conditions. Copies of this catalog may be obtained from the Counseling Centers on each campus.

It is recommended that you make yourself thoroughly familiar with the contents of the catalog. The time you spend with your advisor will be more profitable if you have an understanding of such things as curriculum, course content, program requirements and other material included in the catalog.

Bulletin boards are provided for your benefit on each campus. Timely information on activities, events, deadlines and registration changes can be found daily on these strategically-placed boards. To get the very most from your college experience, keep track of things going on at Edison by checking frequently with these information sources.

COLLEGE CALENDAR 1997-1998

	1997 SUMMER B	FALL SEMESTER 1997		SPRING SEMESTER 1998			SUMMER SEMESTER 1998		
		FULL TERM	FALL A	FALL B	FULL TERM	SPRING A	SPRING B	FULL TERM	SUMMER A
ADMISSION: Last day for new degree-seeking students to apply for admission	June 25	Aug 18	Aug 18	Oct 15	Jan 6	Jan 6	Feb 27	May 8	May 8
ADVISING: Advising begins for degree-seeking students for next session	Mar 3	Mar 3	Mar 3	Mar 3	Oct 6	Oct 6	Oct 6	Mar 2	Mar 2
CLASSES: Classes begin	June 26	Aug 25	Aug 25	Oct 16	Jan 7	Jan 7	Mar 2	May 11	May 11
Last day to register for classes and drop/add classes	June 30	Aug 29	Aug 29	Oct 20	Jan 13	Jan 13	Mar 4	May 13	May 13
EXAMINATIONS: Mid-Session	July 17-18	Oct 6-10	Sept 17-18	Nov 10-11	Feb 23-27	Jan 29-30	Apr 1-2	June 22-26	June 1-2
Final Examinations. <i>See scheduled exams in class schedule.</i> (Last day of final exams is the last day of the semester)	Aug 12-14	Dec 4-10	Oct 13-15	Dec 8-10	Apr 23-29	Feb 25-27	Apr 27-29	Aug 14-18	June 25-29
GRADES Last day to remove "Incomplete" from previous session	July 23	Sept 22	N/A	N/A	Feb 3	N/A	N/A	June 8	N/A
Final grades due from faculty	Aug 15	Dec 11	Oct 15	Dec 11	Apr 30	Feb 27	Apr 30	Aug 18	June 30
"Unsatisfactory" grades due from professors	July 21	Oct 13	N/A	N/A	Mar 2	N/A	N/A	N/A	June 3
Graduation (Ceremony optional for graduates)					May 1				
COLLEGE CLOSED	July 4-6	Aug 30- Sept 1 Nov 27-30 Dec 20- Jan 4	Aug 30- Sept 1	Nov 27-30	Jan 17-19	Jan 17-19	Mar 9-15 Apr 10-12	May 23-25 July 3-5	May 23-25

	1997 SUMMER B	FALL SEMESTER 1997			SPRING SEMESTER 1998			SUMMER SEMESTER 1998	
		FULL TERM	FALL A	FALL B	FULL TERM	SPRING A	SPRING B	FULL TERM	SUMMER A
REFUNDS									
Last day to receive 100% refund of fees	June 30	Aug 29	Aug 29	Oct 20	Jan 13	Jan 13	Mar 4	May 13	May 13
REGISTRATION									
Phone registration for currently enrolled and returning students by appointment	Mar 24-Apr 11	Mar 24-Apr 11	Mar 24-Apr 11	Mar 24-Apr 11	Oct 21-Nov 7	Oct 21-Nov 7	Oct 21-Nov 7	Mar 23-Apr 10	Mar 23-Apr 10
Drop-Add Period	Mar 24-June 30	Mar 24-Aug 29	Mar 24-Aug 29	Mar 24-Oct 20	Oct 21-Jan 13	Oct 21-Jan 13	Oct 21-Mar 4	Mar 23-May 13	Mar 23-May 13
Last day to drop a course or withdraw from college without academic penalty	July 21	Oct 13	Sept 19	Nov 12	Mar 2	Feb 2	Apr 3	July 1	June 3
Last day to register for CLAST	N/A	Sept 5	Sept 5	N/A	Jan 23	Jan 23	N/A	May 8	May 8
Registration for new degree-seeking, new dual enrollment students and credit-in-escrow students	Apr 14-June 30	Apr 14-Aug 29	Apr 14-Aug 29	Apr 14-Oct 20	Nov 10-Jan 13	Nov 10-Jan 13	Nov 10-Mar 4	Apr 13-May 13	Apr 13-May 13
Open registration	June 2-June 25	July 7-Aug 29	July 7-Aug 29	July 7-Oct 20	Nov 24-Jan 13	Nov 24-Jan 13	Nov 24-Mar 4	Apr 27-May 13	Apr 27-May 13
RESIDENCY									
(Last day to apply for change of residency for tuition purposes)	June 25	Aug 22	Aug 22	Aug 22	Jan 6	Jan 6	Jan 6	May 8	May 8
TESTING:									
CLAST	N/A	Oct 4	Oct 4	N/A	Feb 21	Feb 21	N/A	June 6	June 6
Testing and orientation for new degree-seeking students	Mar 3-June 30	Mar 3-Aug 28	Mar 3-Aug 28	Mar 3-Oct 20	Oct 6-Jan 13	Oct 6-Jan 13	Oct 6-Mar 4	Mar 2-May 13	Mar 2-May 13
OTHER:									
Liability insurance due for EMT, Nursing, Paramedics, Respiratory Therapy, Cardiovascular Technology	N/A	Aug 29	N/A	N/A	Jan 13	N/A	N/A	N/A	N/A
Nursing Achievement Test fees due	N/A	Aug 29	N/A	N/A	Jan 13	N/A	N/A	N/A	N/A

Bookstore Offers Textbooks, Supplies & Gifts

Bookstores are located on each campus. They carry the required books for courses at Edison Community College as well as supplemental materials. The Bookstores carry supplies for writing, nursing students, art, and engineering. Imprinted clothing, class rings, and other memorabilia can be purchased there. General items such as greeting cards, calculators and tape recorders are also sold, in addition to educationally discounted computer software. Students with valid identification may cash personal checks in the amount of ten dollars maximum. The stores accept American Express, Visa, Discover, and Master Card for payment. A year-round book buy-back service is provided at all bookstores.

Textbooks may be returned for full credit if the book is:

1. Accompanied by sales receipt.
2. Unmarked, if purchased new.
3. Returned within specified time (it is the responsibility of the student to observe the refund date posted in the store).
4. Picture I.D. is required.

Regular term textbooks may be returned for full credit up to 15 calendar days from the opening day of class (or within 2 days if purchased thereafter). Note: Summer term textbooks may be returned for full credit within 7 days from the opening of class (or within 2 days if purchased thereafter).

BOOKSTORE HOURS*

CHARLOTTE COUNTY CAMPUS

(Beginning January, 1997)

Monday-Thursday	8:30 am - 7:30 pm
Friday	8:30 am - 1:00 pm

COLLIER COUNTY CAMPUS Ph. 732-3738

Monday-Thursday	8:30 am - 7:30 pm
Friday	8:30 am - 1:00 pm

LEE COUNTY CAMPUS Ph. 489-4818

Monday-Thursday	8:30 am - 7:30 pm
Friday	8:30 am - 3:00 pm

**Special hours are observed at the beginning of each session and are posted in the stores.*

Learning Resources

Learning Resources Centers are located on each campus. Edison Community College students have access to over 150,000 volumes in the book collection as well as thousands of items in audiovisual, video and microfilm formats. There are approximately 1,500 periodical and journal titles available for study and information.

The card catalog has been replaced by on-line public access catalog terminals. These can be used to find information on the materials in the Learning Resource collection and for titles located at the State University System libraries as well as the libraries serving Florida's 28 community colleges. They can also be used to locate journal article citations and many full text entries in various subject areas. A wide variety of materials and services are available to the user ranging from books, films, video tapes, microfilms, serials and periodicals to reference help, closed circuit television, group study rooms and a quiet, congenial atmosphere for study and reflection. Also available for use are computer CD-ROM databases and on-line Internet access.

An information sheet detailing the library's circulation policy is available at the circulation desk.

The hours for Learning Resources are as follows:*

CHARLOTTE COUNTY CAMPUS Ph. 639-8322

Monday-Thursday	8:00 am - 8:00 pm
Friday	8:00 am - 4:00 pm

COLLIER COUNTY CAMPUS Ph. 732-3773

Monday-Thursday	8:00 am - 9:00 pm
Friday	8:00 am - 4:00 pm

LEE COUNTY CAMPUS Ph. 489-9303

Monday-Thursday	7:00 am - 10:00 pm
Friday	7:00 am - 5:00 pm
Saturday	9:00 am - 1:00 pm
Sunday	1:00 pm - 5:00 pm

**Hours for Learning Resources are subject to change.*

Computer Lab Hours*

CHARLOTTE COUNTY CAMPUS

Monday-Thursday. 8:30 am - 8:00 pm
Friday 8:30 am - 4:30 pm

(Hours in the Charlotte Lab depend on class schedules)

COLLIER COUNTY CAMPUS

Monday and Wednesday 8:30 am - 12:00 pm
1:00 pm - 4:30 pm
Tuesday and Thursday 8:30 am - 12:00 pm
1:00 pm - 4:00 pm
6:30 pm - 10:00 pm
Friday 12:30 pm - 4:00 pm

LEE COUNTY CAMPUS

Monday-Thursday 9:00 am - 10:00 pm
Friday 9:00 am - 4:30 pm
Saturday 8:30 am - 1:00 pm

**ALL LAB HOURS ARE SUBJECT TO CHANGE WITHOUT NOTICE*





ADMISSIONS
FINANCIAL AID
REGISTRATION
STUDENT FEES



Admission Requirements

Degree-Seeking Students:

Associate in Arts and Associate in Science

1. The following admission requirements are approved for all degree-seeking students: A valid standard Florida high school diploma* from a regionally accredited secondary school granted in accordance with S232.246 F.S.; or the General Education Development (GED) diploma* (provided the examination was given in the English Language). Non-resident or private high school students who have completed an accredited high school curriculum in accordance with S240.321(2)(b), F.S., are approved for admission. Home school students must present the GED.
2. Students who have not graduated from high school but who are enrolled under Dual Enrollment or Early Admissions provisions may be admitted.
3. Placement testing is required of all degree-seeking students prior to registration.
 - (a) A full set of scores from any of the following tests are accepted: ACT, SAT or FCELPT. (The FCELPT is administered at the Lee, Collier and Charlotte campuses.)
 - (b) Only scores received on one of these tests taken within the last two years are valid.
 - (c) Testing is used to determine placement in English, mathematics, and reading courses.
 - (d) Students who do not achieve the minimum scores on these tests, will be placed in, and required to complete, appropriate college preparatory instruction.
 - (e) To be eligible to register for college-level course work in these areas, the following minimum scores must be met:

ENTRY PLACEMENT TEST CUTOFF SCORES

	ACT	FCELPT	SAT
English	16-English	83-English	420-Verbal
Reading	16-Reading	83-Reading	420-Verbal

MATH PLACEMENT

MGF 1113	16 Math	72 Math	440 Quant.
MAT 1033	16-18 Math	72 Math	440-479 Quant.
MAC 1102	19 Math	72 Math	480 Quant.

*All credentials should be submitted at least **six** weeks before beginning a degree program. Advising is unofficial until transcripts are evaluated.

Certificate Programs: Admission requirements for certificate programs are identical to those for all degree-seeking students.

Non-Degree-Seeking Students

1. High School graduation with a standard diploma or a GED is required to enroll in credit courses.
2. A non-degree-seeking student is defined as a student who does not intend to earn a degree at Edison Community College.
3. If non-degree-seeking students wish to **change degree-seeking status**, they must meet admissions requirements for the program or degree to which they wish to change.
4. Non-degree-seeking students are not admitted to any specific program so long as they remain in this status. However, these students **must** meet **all course prerequisites** for any courses taken.
5. Non-degree-seeking students are limited to a maximum academic load of eleven (11) semester hours during the Fall or Spring sessions and a maximum academic load of five (5) semester hours during the Summer A or Summer B sessions.
6. Once non-degree-seeking students earn thirty (30) credit hours they must become degree-seeking students and must meet all requirements for admission to and continuation in this status. Students who are transferring to Edison or already have degrees must provide documentation to the Director of Admissions and Records to be exempted from this rule.
7. All English composition and mathematics courses require testing.

NOTE: *Non-degree students are limited regarding financial aid, veteran benefits, athletic eligibility, and all academic programs/services which may require degree-seeking status.*

Transient Students

Students enrolling at Edison Community College who are attending with the approval of another college or university and who intend to return to that institution will be considered Transient Students. The following documents must be submitted to the Edison Admissions Office before the student registers:

1. An application for admission to Edison and a statement of good standing from the college to which the student is returning.
2. Permission, **in writing**, by the home institution, to enroll in specific courses at Edison Community College.

Audit Students

Students who intend to register for informational instruction only and are not working for college credit may register for courses as AUDIT. Regular fees are charged for auditing. If a student wishes to change from a credit status to audit status the policy requires the student to obtain the professor's signature and proceed to registration by the last day to withdraw from classes without academic penalty. If a student wishes to change from an audit status to a credit status, the policy requires the student to make the change by the last day to register for a given class. Testing and course pre and co-requisites will apply to auditing students.

REGISTRATION

Edison Community College registration for enrollment in credit courses may be accomplished by on-line touch tone telephone (REGGIE), in person at our three campuses and at many off-campus locations. Special services are available upon request and may include registration by FAX or by mail. The Schedule of Courses is published at least twice annually and more often as courses are established. The Schedule is available in all Student Services Offices on the college campuses, and at locations throughout the community. These include, but are not limited to, high schools, libraries, chambers of commerce, major health care facilities, government offices, major employers and large retail stores in the five county area.

Please refer to the academic calendar for registration dates. Separate registration periods are set for continuing and returning students, new degree-seeking students and new non degree-seeking students. There are several other important registration dates for drop and add, refunds, and withdrawal without academic penalty. These dates are also set in the Academic Calendar. This Calendar is published in this Catalog and in each Schedule of Courses.

Drop/Add Periods

Drop and add periods begin with each registration period. The end of drop and add coincides with the last day for refund. These dates are published in the College Catalog and in the Schedule Tabloids if they are in a semester summer term or mini session. The policy for the end of drop and add period is as follows:

Semester (16 week major term) - The first five weekdays after classes begin, including the first day of classes.

Summer A and B (8 week term) - The first three weekdays after classes begin, including the first day of classes.

Mimi-Semester (8 week term) - The first three (3) weekdays after classes begin, including the first day of classes.

When a semester and a mini-semester begin on the same day the drop and add period will end on the same day, as published in the College catalog.

Late start classes are those which begin after the published drop and add dates for the major terms and sub-terms. The drop and add period for late start classes which meet on three (3) or more days ends the day before the second scheduled class meeting.

Transfer Students

1. Edison Community College accepts credits transferred from other regionally accredited colleges and universities.
2. **Degree-seeking students must have official transfer transcripts received by Edison Community College Admissions and Records Department before registration for a second session may be permitted.**
3. Students who are eligible to return to the institution of origin maybe officially admitted to Edison Community College upon receipt of their transcripts and approval of the College administration.
4. Students who are not eligible to return to the institution of origin must petition for admission to Edison Community College. Valid and clear reasons for admitting the student under these circumstances must be given before such a petition will be considered.
5. If you are a transfer student with less than an overall 2.0 grade point average, according to Edison Community College computation you must have your application and transcript(s) reviewed by the College administration before permission for final admission can be given. Transfer students admitted to Edison Community College with less than an overall 2.0 grade point average will be placed on academic warning and should participate in REA1620, Special Study Skills.
6. Students transferring to Edison Community College are accepted on the basis of the grade point scale at Edison Community College rather than the grade point scale at the previous institution.
7. All grades earned at the freshman or sophomore level are transferred to Edison as part of the student's record. Edison does not guarantee transferability to other institutions of any "D" or "F" work taken here or elsewhere.
8. A transfer student may be exempt from placement testing. They must have obtained a "C" or better in a college-level English composition course and/or an approved college level mathematics course.
9. Transfer students must achieve an overall grade point average of 2.0 including work undertaken at previous institutions in order to graduate from Edison Community College. Transfer students must also achieve a 2.0 GPA overall at Edison Community College.
10. A student who achieves a grade point average of less than 2.0 the first semester will be placed on probation for the next 16 weeks.

11. **Students MUST complete 15 credit hours of course work** at Edison Community College to graduate from this institution.

Students from Non-Regionally Accredited Postsecondary Institutions

Students transferring to Edison Community College from non-regionally accredited institutions of higher education will be admitted in full standing assuming regular admission requirements are met. However, no course work taken or grades earned at the non-regionally accredited institution will be transferred.

Students From Other Than Florida Public High Schools

1. Qualified students from non-regionally accredited secondary institutions will be accepted on provisional status until they are placed in college level classes.
2. For acceptance to an Edison degree program, all students must have completed an accredited high school curriculum or G.E.D. in accordance with F.S. 240.321(5)(b).
3. Students who are US citizens, resident aliens or refugees and who have graduated from a foreign secondary school but whose records are unobtainable for political reasons may be admitted by special permission of the College administration.

Non-Native English Speakers

Since English is the language of instruction at Edison Community College, students must demonstrate an ability to read and understand what is taught. Those who lack the skills necessary to succeed in an English-speaking classroom may need special assistance.

To apply as a non-native speaker, you must first pass the TOEFL test with a score of 550 or higher. If you score below the cut-off, a counselor will refer you to the Department of Learning Assistance for help.

International Students on Student Visas

The following admission requirements apply only to International Students seeking student visas (F-1). The college will issue an I-20 form when admission requirements are met. The F-1 Visa is issued by the American Embassy when presented with the I-20 form.

1. The applicant must apply for admission and submit all required admission credentials (as outlined below) to the Office of Admissions no later than thirty (30) days prior to the first class day of the term for which he/she seeks admission.

2. Non-native English-speaking applicants must supply the Office of Admissions and Records with the official test results from the Test of English as a Foreign Language (TOEFL) or an examination determined equivalent by the college. Students currently residing in their home country must complete the TOEFL with a score of 550.
3. The applicant must have a sponsor who will provide a notarized statement of willingness to be financially responsible for the prospective student and evidence that the funds are available for the student. The college provides no sponsors, dormitories or transportation services.
4. The applicant must provide official transcripts from all secondary schools, colleges, universities, technical, and other postsecondary schools attended. These transcripts must be certified as official. Transcripts in languages other than English must include an official certified English translation. The translation must include authentic verifying statements and signatures. The applicant must have at least the equivalent of U.S. high school graduation to be eligible for admission. Admission decision will be made when all documents are received.
5. International college/university transcripts must be evaluated by an outside agency which is recognized by Edison Community College. Brochures are available upon request.
6. The applicant seeking to transfer from a U.S. college or university must provide the following before a final admission decision is reached:
 - a. All of the information included in requirements Nos. 1-5 above
 - b. Official transcript from the current U.S. college
 - c. Copy of the current I-20 form
7. The applicant or sponsor must have a personal interview with the Director of Admissions and Records no later than thirty (30) days prior to the first class day of the term for which the applicant plans to attend.
8. All international students must meet the Standards of Progress for International Students (full-time status and "C" grade point average).
9. Transfer students from high school or college must present a current I-20 and F-1 Visa.

SUBSTITUTION POLICY

1. Students who have a disability which can be reasonably expected to prevent the individual from meeting requirements for admission to the College, admission to a program of study, or graduation shall be provided consideration of reasonable substitution in meeting these requirements.
2. Documentation. Students who have a documented vision impairment, hearing impairment, dyslexia or another specific learning disability (as defined in SBE

Rule 6A-10.041) are encouraged to identify their disability at the time of initial request for admission to the College. Documentation no more than three years old substantiating the nature of the disability shall be provided by the student preceding the request for reasonable substitution for admission to a program of study, or graduation. Such documentation, including suggestions for accommodations, shall be provided by a medical doctor, psychologist, or other specialist recognized to treat the specific disability who is licensed or certified to practice in the State of Florida. College personnel who determine that a disability heretofore undocumented may exist shall request that the student seek evaluation and submit documentation of the disability in order to provide the most suitable means for addressing the student's academic needs.

3. **Review Process.** Students with disabilities wishing to petition for substitute admission and graduation requirements should submit academic petition to the Admissions and Records Office. A review panel will be convened to consider reasonable substitutions appropriate for each individual student who fits within the intent of this rule. Membership on this panel shall include: District Director, Learning Assistance; Director, Counseling; Director, Admissions and Records; Director, Student Support Services, as appropriate, and other academic administrators responsible for the program or courses to which admission or other substitution is being sought. The panel shall make a recommendation for substitution to the appropriate Dean, Vice-President or Provost.
4. **Substitution Decision.** The final decision will be communicated by the appropriate administrator in writing to the Records Office. The Records Office will notify the student of the decision.
5. Any substitution previously granted to a student transferring into the College by a Florida state postsecondary institution will be recognized by Edison Community College.
6. **Student Appeal.** The student may appeal a denial of the substitution request(s) or determination of ineligibility to the appropriate Dean, Vice President or Provost. If the issue is not resolved at that level, the student may then appeal the decision to the Equal Access/Equal Opportunity (EA/EO) Committee. The EA/EO Committee shall make its recommendations(s) to the President, who shall make the final decision.
7. **Records.** Each Vice President and Provost shall report the number of students whose requests for substitution were granted or denied to the appropriate College Official charged with reporting this data to the state.

Requirements For Re-admission

Former students who have not attended Edison within the past year must submit an application and such other information as may be required by the Admissions Office. Degree-seeking students readmitting after three years of non-attendance, who have not completed English and Math requirements, must retake the College Placement Test (CPT) or another assessment test. A student returning after five (5) years must have high school and previous college transcripts re-sent to Edison.

Credit From Military Service Schools

It is the policy of the Board that training in military service schools may be accepted by Edison and college credit may be awarded by Edison for such training in accordance with the following conditions and stipulations:

1. The person making the request must be applying or currently enrolled as a degree-seeking student.
2. The person making the request must furnish the following documents to the Director of Admissions and Records at the time the request is made:
 - a. Armed Forces of the United States Report of Transfer or Discharge.
 - b. Course Completion Certificate for each service school/course for which credit is being requested.
 - c. DD214 Form or DD295 (Current enlisted.)
3. In addition to the documents required in (2) above, a person requesting acceptance of credit from U.S. Army Military Occupational Specialty (MOS) schools/courses must provide the following documents:
 - a. Course Completion Certificates from each MOS producing school/course completed.
 - b. USAEEC Form 10 (for enlisted personnel from October 1975 through December 1976.)
 - c. The Officer Qualifications Record (DA Form 66) for Warrant Officers.
4. In addition to the documents required in (3), above, a person requesting acceptance of credit from U.S. Navy general rates and ratings schools/courses, must provide the following document:
 - a. Navy Occupational/Training and Awards History (NAVPERS 1070/604).
5. The Guide to the Evaluation of Educational Experiences in the Armed Services will serve as the basis for Edison accepting such training and awarding college credit. Credit may be awarded at the discretion of the Director of Admissions and Records.
6. Credits will be granted under this rule in those areas appropriate to the lower division baccalaureate level. They will be included in a student's degree program as long as they fulfill published degree requirements.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

(Public Law 93-380 Buckley Amendment)

The United States Government, through Public Law 93-380, requires the following statement to be made:

Directory information is defined as the name, address, social security number, telephone number, date and place of birth, major field of student, dates of attendance, degrees and awards received and the most recent educational institution attended by the student.

In the absence of a written notice from a student to withhold any or all information included in the definition of "directory information", the college reserves the right to release any of this information as it may consider desirable and in compliance with the law. Non-directory information such as grades on transcripts will be released to agencies outside of the college upon written request from the student. Students may request confidential status through the Records Office.



Admission Procedures:

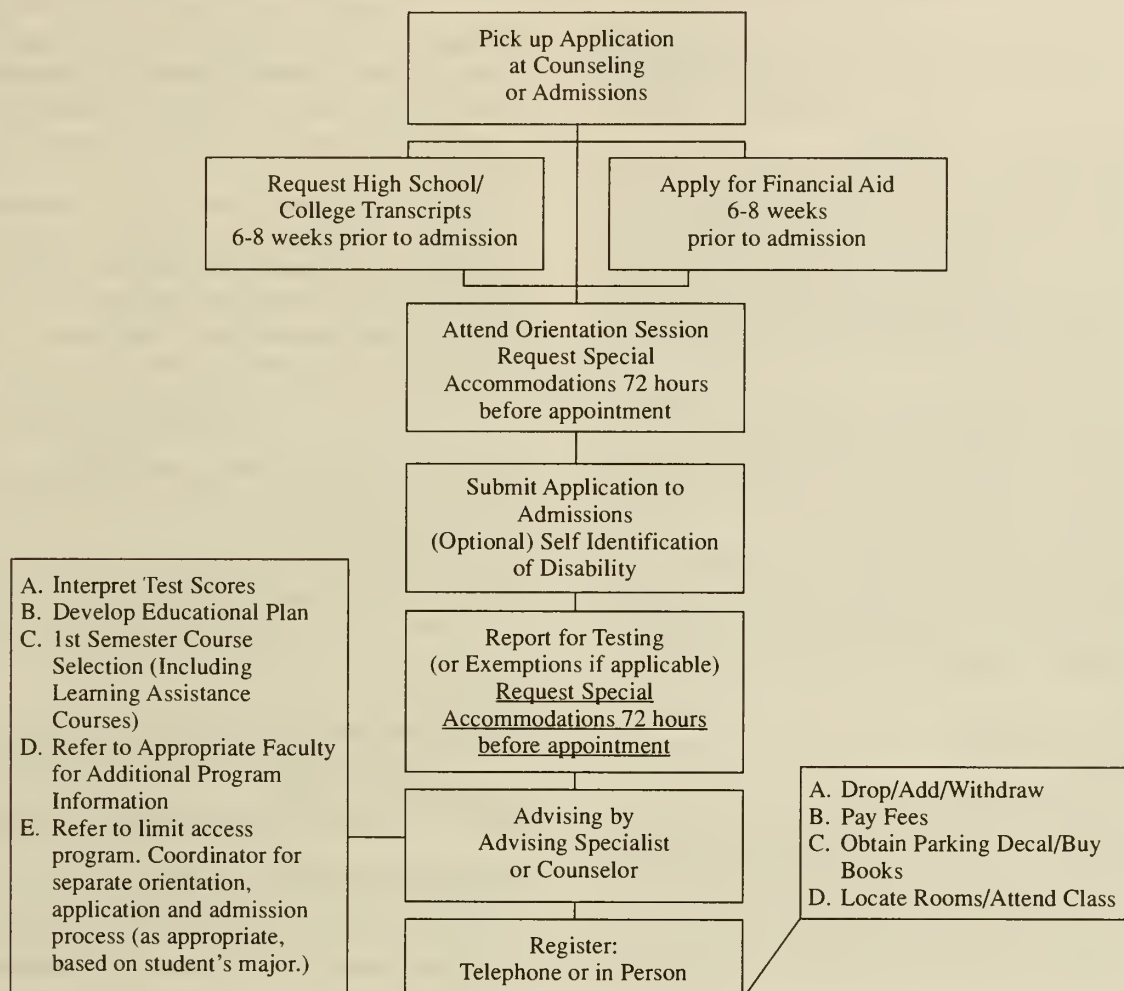
1. Please request an appointment for ORIENTATION at the campus you plan to attend. It is recommended that the student attend Orientation prior to applying for admission. (This is required for new degree-seeking students and strongly recommended for non-degree seeking students.)
2. Complete an application and send/take to the Admissions Office. New degree seeking applicants must complete this application by the date specified on the college calendar.
3. Degree-seeking students must request that transcripts from high school, GED office, and/or previous college(s) attended be sent directly to the Admissions Office (Lee Campus) of Edison Community College as soon as possible. Applicants who have attended more than one college must request that official transcripts from each college be sent to the Admissions Office. Transcripts should be received one month before classes begin. It is also suggested that students request an additional copy for themselves to bring to the college for initial advising.
4. Degree-seeking students must also have entry-placement test scores sent or may receive a testing exemption if college level English and Math courses have been completed with a "C" or better.
5. Upon receipt of all above items, new degree-seeking students should proceed to orientation (if not already completed), assessment, advisement, and registration. (Registration may be processed by touch-tone telephone. Please refer to the Schedule of Courses for details.)

SUMMARY OF SUPPORTING DOCUMENTS REQUIRED FOR ADMISSION

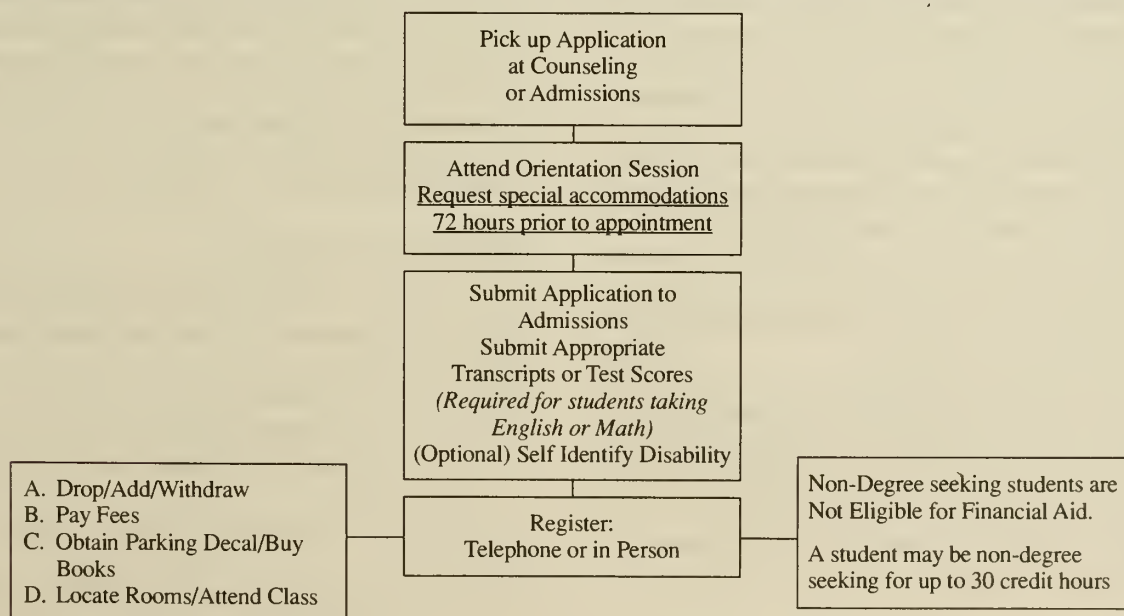
	Entry Placement Testing	Application Form	Affidavit of Residence	High School Transcript/GED	College Transcript(s)	H.S. Principal, Assistant Principal or Counselor Recommendation	TOEFL Scores/ESL Test Scores	Letter of Good Standing & Permission to Enroll	Letter from Sponsor/Financial Statement	Physical & Dental Exam	Copy of DD214 (for Veterans only) (Optional)	ESE 542-Dual Enrollment Form Issued/Signed
Degree Seeking Students (first time in college)	X	X	X	X							X	
Degree Seeking Students in Transfer Programs	X	X	X	X	X						X	
Foreign Students-All Categories	X	X	X	X	X		X		X			
Early Admissions Students	X	X	X	X		X						X
Credit in Escrow Students	*X	X	X			X						
High School Dual Enrollment Students	X	X	X			X						X
Transient Students-All Categories		X	X					X				
Associate Degree Nursing Students (RN)	X	X	X	X	X					X	X	
Emergency Medical Technology Degree Seeking Students	X	X	X	X	X					X	X	
Non Degree Seeking Students	*X	X	X									
Audit Students	*X	X	X									

*Required to take English or Math College Credit Courses

Procedure for New Degree Seeking Students



Procedure for Non Degree Seeking Students



Residency Rules/Guidelines

This is a summary of the Florida Community College Residency Manual. Authority: Florida Statute 240.1201, Florida Administrative Code 6A-10 and Florida Community College Residency Guidelines.

The State Board of Community Colleges and Board of Regents shall maintain consistent policies and practices for the classification of students as resident for tuition purposes.

Edison Community College admissions procedure (which is reciprocal among all state colleges and universities for each student) includes determination of residency for tuition purposes.

Once a student has been classified by a public institution, institutions to which they may transfer are not required to re-evaluate the classification unless inconsistent information suggests that an erroneous classification was made or the student's situation has changed.

Florida residency law includes a basic provision for 12 month legal residency, including physical presence in Florida, prior to the first day of classes for the term residency is sought. The following circumstances must be reviewed:

1. Physical presence
2. Intent
3. Dependence/Independence

NOTE: *The student who comes to Florida for continuous full-time enrollment in a public college/university will NOT normally become a Florida resident for tuition purposes regardless of the length of time enrolled. Continuous enrollment implies enrollment in at least two terms per 12 months period.*

Presumptions or Exceptions:

1. Persons married to legal Florida residents may claim the Florida residency of the spouse, provided that they are domiciled in Florida and intend to make Florida their home;
2. Active duty members of the armed services stationed in Florida (and spouse/dependent children) or military personnel not stationed in Florida whose home of record or state of legal residence certificate, DD Form 2058, is Florida (and spouse/dependent children);
3. Full-time instructional and administrative personnel employed by the State public school system, community colleges and institutions of higher education (and spouse/dependent children);
4. Dependent children residing with a legal resident adult relative, other than the parent, for at least five years.
5. A dependent child whose parents are divorced, separated, or otherwise living apart, will be considered a resident for tuition purposes if either parent is a legal resident of Florida, regardless of which parent claims the minor for tax purposes;

6. Persons who were enrolled as Florida residents for tuition purposes at a Florida institution of higher education, but who abandon Florida residency and then re-enroll in Florida within 12 months of the abandonment;
 7. Students from Latin America and the Caribbean who receive scholarships from the federal or state government. The student must attend, on a full-time basis, a Florida institution of higher education.
 8. United States citizens living on the Isthmus of Panama, who have completed 12 consecutive months of college work at the Florida State University Panama Canal Branch, and their spouses and dependents.
 9. Southern Regional Educational Board's Academic Common Market graduate students attending Florida's state universities;
 10. Full-time employees of state agencies or political subdivisions of the state when the student fees are paid by the state agency or political subdivision for the purpose of job related law enforcement or corrections training;
 11. Qualified beneficiaries under the Florida Pre-Paid Postsecondary Expense Program per S.240.551(7)(a);
 12. McKnight Scholars.
- (Documentation appropriate to the exception will be required).

Eligible Non-Citizen Categories

1. Resident aliens, parolees, asylees, refugees, or other persons married to U.S. Citizens, and temporary permanent residents;
2. Visa categories eligible for in-state status:
 - A. Visa – Government officials.
 - E. Visa – Treaty, trader or investor;
 - G. Visa – Representative of an international organization;
 - I. Visa – Foreign information media representative;
 - K. Visa – Fiancé/fiancee, children of U.S. citizens.
 - H. Visa – Temporary worker* and Chinese students.
 - H. 1A Visa – Registered nurses.
 - H. 1B Visa – Specialty occupations

*as specified

Admission Application

All applicants' residency documentation will be examined by appropriate admissions staff to determine residency.

Examples of inconsistency:

1. Out-of-state emergency address;
2. Graduation from an out-of-state high school within the previous year;
3. Attendance at an out-of-state college, within the previous year;
4. Employment or other out-of-state activity within the previous year;

5. Non-U.S. Citizen or non-permanent resident alien;
6. Florida driver's license, Florida vehicle registration or Florida voter's registration not provided;
7. Florida driver's license, Florida vehicle registration or Florida voter's registration issued at least 12 months before first day of classes of term for which enrollment is sought not provided;
8. Residency statement is not completed or is completed incorrectly.

When an application is inconsistent, the Admissions staff will contact the applicant and advise that they will be classified as non-resident for tuition purposes beginning with the next session until the applicant supplies hard copy evidence of legal Florida residency as outlined below.

Evidence to be Required

The following hard copy documentation may be requested, considered, accepted and/or subsequently recorded on a checklist as evidence of establishing a legal residence in Florida. At least one of the following documents must be dated at least 12 months before the first day of classes and presented before classes begin.

NO SINGLE DOCUMENT SHALL BE CONCLUSIVE

1. Proof of purchase of permanent Florida home;
2. Professional/occupational license in Florida;
3. Full-time, non-temporary employment in Florida;
4. Purchase of Florida Real Property;
5. Part-time permanent employment in Florida;
6. Proof of membership in Florida organizations;
7. Proof of acceptance of permanent employment in Florida;
8. Family ties in Florida;
9. Florida Incorporation;
10. Florida Voter's Registration;
11. Declaration of Domicile in Florida;
12. Florida Vehicle Registration;
13. Florida Driver's License;
14. Absence of evidence of establishing a legal residence elsewhere;
15. Documentation from a financial institution showing establishment of an account;
16. Classification as a Florida resident at another Florida public college or university.

Appeals Related to Admission

The designated residency appeals office (Admissions and Records) will receive appeals regarding the Admission classification. This office will convey to the applicant the final residency determination and the reasons. This will be provided to the student in writing upon request.

Reclassification

Established procedures will be followed in reclassifying students from non-Florida to Florida residents and for Florida residents who have subsequently lost their residency status.

All requests for change of residency and supporting hard copy documentation will be examined by admissions staff. Admissions staff are authorized to make prospective residency determinations as of the term for which applications for reclassification are made.

It is important to understand that living in or attending school in Florida is not sufficient evidence to establish residency for tuition purposes. Students must show that they were in Florida to maintain a bona fide domicile.

The following list of hard copy evidence may be accepted and considered and filed or recorded on a residency checklist as evidence of establishing legal residence in Florida. Reclassification of residency must be requested and documented before the published first day of classes for the semester in which reclassification is requested.

1. Independent students, if appropriate, obtain parent/student tax returns, affidavits, employment records, bank accounts, etc., and at least one document of legal residency dated at least 12 months before the term for which legal residency is sought. (See previous list of acceptable evidence.)
2. Dependent students, if dependent on a Florida resident parent/legal guardian, obtain from parent/legal guardian: a) proof of dependent status and b) at least one document of legal residency pertaining to the parent/legal guardian which is dated 12 months before the first day of classes. (see previous list of acceptable evidence).
3. If dependent on out-of-state parent/legal guardian, they may be only rarely reclassified (e.g. graduate student, married, resided in Florida more than five years). The advice of the residency appeals officer (Director of Admissions and Records) should be sought prior to reclassifying a student who is dependent on out-of-state parents.
4. Students seeking reclassification under an exceptional category, require and file or record hard copy documentation appropriate to the particular category (e.g. marriage certificate, military orders, teaching contract, etc.).

Appeals For Reclassification of Residency Status

Upon appeal of a classification all residency determination will be subject to judicial review as "final agency action" in the appropriate District Court of Appeals.

STUDENT EXPENSES

**Notice: Fees are subject to change if approved by the Florida Legislature.
Students will be invoiced for the fee increases, if applicable.**

Student fees are payable by the date shown on fee schedules. Late registrations are to be paid immediately. Fee increases, which are approved after a student has paid his or her fees, will be retroactively billed to the student. No registration will be completed until matriculation, tuition, and other required fees have been paid in full. In the event of financial need, an application for loan funds may be made to the Financial Aid Office.

ALL STUDENTS (Including audit)

ALL SESSIONS (Per Credit Hour)

<u>Student Fees</u>	<u>In-State</u>	<u>Out-of-State</u>
Matriculation	\$32.42	\$ 32.42
Tuition	0.00	97.24
Financial Aid Fee	1.62	6.48
Student Activity	3.24	3.24
Capital Improvement	1.00	3.00
TOTAL	38.28	142.38

In addition to the fees above, the following special fees will be assessed as appropriate:

STUDENT SERVICES FEE\$5.00

EXAMINATION FEES PER TERM:

Nursing Achievement Examinations

for Sophomores \$28.00 total

U. of F. Basic Principles and

Practices (Course I) \$7.00 each

U. of F. Brokers (Course II) \$7.00 each

NLN Mobility Test \$40.00

NLN A & P Challenge \$10.00

NLN Nutrition Challenge \$10.00

INSURANCE

Annual fee assessed at first clinic registration each year.

Current fees subject to change based on insurance carrier rates.

Category I\$16.00

Public Services • Radiologic Technology

Dental Hygiene • Nursing • Respiratory Care

Category II\$22.00

Cardiovascular Technology

Emergency Medical Technology

Emergency Medical Services Tech. (Paramedic)

PROGRAM APPLICATION . . . \$15.00 (One Time Fee)

Nursing • Respiratory Care • Cardiovascular Tech

Radiologic Tech • Dental Hygiene

COURSE/PROGRAM/LAB FEES

DIVISION OF BUSINESS AND TECHNOLOGY

ACG 1001 \$15	CGS 2511 \$15	ETD 1530 \$15
ACG 1002 \$15	CGS 2541 \$15	ETD 1538 \$15
ACG 2011 \$15	CIS 2321 \$15	ETD 1541 \$15
ACG 2071 \$15	COP 1220 \$15	ETD 2350 \$15
ACG 2450 \$15	COP 1221 \$15	ETD 2821 \$15
ACG 2930 \$15	COP 2222 \$15	FIN 2000 \$15
BCN 2220 \$15	COP 2340 \$15	FIN 2100 \$15
BUL 2241 \$10	COP 2700 \$15	OST 1100 \$15
BUL 2242 \$10	EET 1035 \$15	OST 1110 \$15
CET 2112 \$15	EET 2135 \$15	OST 1712 \$15
CET 2123 \$15	EET 2142 \$15	OST 2120 \$15
CGS 1000 \$15	EET 2326 \$15	OST 2335 \$15
CGS 1363 \$15	EET 2355 \$15	OST 2402 \$15
CGS 1500 \$ 5	EET 2930 \$15	OST 2722 \$15
CGS 1510 \$ 5	EGS 1001 \$15	SLS 1331 \$15
CGS 1530 \$15	EST 2222 \$15	SUR 1100C \$15
CGS 1540 \$ 5	ETD 1100 \$15	SUR 2140C \$15
CGS 1560 \$ 5	ETD 1103C \$15	TAX 2000 \$15
CGS 1580 \$15	ETD 1220 \$15	TAX 2010 \$15
	ETD 1320 \$15	

HEALTH AND WELLNESS

DAA 1372 \$15	PEL 1621 \$15	PEN 1255 ... \$100
LEI 1204 \$15	PEL 2214 \$15	PEN 2137 ... \$100
PEL 1111 \$15	PEL 2219 \$15	PEN 2138 ... \$100
PEL 1121 \$15	PEL 2322 \$15	PEO 2111 \$15
PEL 1141 \$15	PEL 2342 \$15	PEO 2121 \$15
PEL 1211 \$15	PEL 2343 \$15	PEO 2141 \$15
PEL 1214 \$15	PEM 1101 \$15	PEO 2211 \$15
PEL 1219 \$15	PEM 1171 \$15	PEO 2321 \$15
PEL 1321 \$15	PEM 1405 \$15	PEO 2341 \$15
PEL 1341 \$15	PEM 2172 \$15	PEO 2511 \$15
PEL 1441 \$15	PEN 1122 \$15	PEO 2621 \$15
PEL 1511 \$15	PEN 1136 ... \$100	

PUBLIC SERVICES

EMS 2241L \$30	PLA 1003 \$10	PLA 2603 \$10
EMS 2242L \$30	PLA 1103 \$10	PLA 2763 \$10
EMS 2244L \$30	PLA 2273 \$10	PLA 2803 \$10
EMS 2245L \$30	PLA 2433 \$10	
EMS 2159L \$30	PLA 2504 \$10	

DIVISION OF HEALTH AND SCIENCES

AST 2005L \$25	GLY 1000L .. \$20	MAP 2302 \$ 6
AST 2006L \$25	GLY 1010L .. \$20	MCB 2013L . \$20
BOT 2010C \$20	GLY 1100L ... \$20	MGF 1113 \$ 6
BSC 1010L \$20	ISC 1001L \$20	OCB 2010L .. \$20
BSC 1011L \$20	ISC 1002L \$20	OCE 1001L .. \$20
BSC 1030L \$20	MAC 1102 \$ 4	OCE 1002L .. \$20
BSC 1051L \$20	MAC 1114 \$ 6	PHY 1053L .. \$20
BSC 1085L \$20	MAC 1140 \$ 6	PHY 1054L .. \$20
BSC 1086L \$20	MAC 2132 \$ 6	PHY 2048L .. \$20
CHM 2030L \$20	MAC 2233 \$ 6	PHY 2049L .. \$20
CHM 2045L \$20	MAC 2311 \$ 6	STA 2040 \$ 6
CHM 2046L \$20	MAC 2312 \$ 6	ZOO 2010L .. \$20
CHM 2210L \$20	MAC 2313 \$ 6	
CHM 2211L \$20	MAE 2810 \$ 6	

HEALTH TECHNOLOGIES

CPT 2420C \$30	DEH 2806L .. \$30	RET 2234C .. \$30
CPT 2421C \$30	DEH 2808L .. \$30	RET 2264C .. \$30
DEH 1001C \$30	DES 1100C .. \$30	RET 2254C .. \$30
	\$16Ins/\$30	NUR 1024L .. \$30
DEH 1003L \$30	NUR 1240L .. \$30	RTE 1418 \$30
DEH 1802L \$30	NUR 1201L .. \$30	RTE 1573 \$30
DEH 2804L \$30	NUR 2810 \$30	

DIVISION OF HUMANITIES, COMMUNICATIONS AND SOCIAL SCIENCES

COMMUNICATIONS

CRW 2100 \$10



APPLIED MUSIC

Baritone Horn	Trumpet	Guitar
MVB 1214 \$25	MVB 1211 \$25	MVS 1216 \$25
MVB 2224 \$25	MVB 2221 \$25	MVS 2226 \$25
MVB 1314 \$50	MVB 1311 \$50	MVS 1316 \$50
MVB 2324 \$50	MVB 2321 \$50	MVS 2326 \$50
Bassoon	Clarinet	Saxophone
MVW 1214 \$25	MVW 1213 \$25	MVW 1215 \$25
MVW 2224 \$25	MVW 2223 \$25	MVW 2225 \$25
MVW 1314 \$50	MVW 1313 \$50	MVW 1315 \$50
MVW 2324 \$50	MVW 2323 \$50	MVW 2325 \$50
Oboe	Percussion	Violin
MVW 1212 \$25	MVP 1211 \$25	MVS 1211 \$25
MVW 2222 \$25	MVP 2221 \$25	MVS 2221 \$25
MVW 1312 \$50	MVP 1311 \$50	MVS 1311 \$50
MVW 2322 \$50	MVP 2321 \$50	MVS 2321 \$50
Trombone	Tuba	Horn
MVB 1213 \$25	MVB 1215 \$25	MVB 1212 \$25
MVB 2223 \$25	MVB 2225 \$25	MVB 2222 \$25
MVB 1313 \$50	MVB 1315 \$50	MVB 1312 \$50
MVB 2323 \$50	MVB 2325 \$50	MVB 2322 \$50
Cello	Flute	String Bass
MVS 1213 \$25	MVW 1211 \$25	MVS 1214 \$25
MVS 2223 \$25	MVW 2221 \$25	MVS 2224 \$25
MVS 1313 \$50	MVW 1311 \$50	MVS 1314 \$50
MVS 2323 \$50	MVW 2321 \$50	MVS 2324 \$50
Organ	Piano	Voice
MVK 1213 \$25	MVK 1211 \$25	MVV 1211 \$25
MVK 2223 \$25	MVK 2221 \$25	MVV 2221 \$25
MVK 1313 \$50	MVK 1311 \$50	MVV 1311 \$50
MVK 2323 \$50	MVK 2321 \$50	MVV 2321 \$50
Harpsichord	Viola	
MVK 1212 \$25	MVS 1212 \$25	
MVK 2222 \$25	MVS 2222 \$25	
MVK 1312 \$50	MVS 1312 \$50	
MVK 2322 \$50	MVS 2322 \$50	

VISUAL ARTS

ART 1300C \$30	ART 2150C .. \$30	ART 2602C .. \$30
ART 1301C \$30	ART 2151C .. \$30	PGY 2401C .. \$30
ART 1701C \$30	ART 2400C .. \$30	PGY 2410C .. \$30
ART 2110C \$30	ART 2401C .. \$30	
ART 2111C \$30	ART 2600C .. \$30	

LEARNING ASSISTANCE

ENC 9010 \$10	ESL 9080 \$10	MAT 9024 \$10
ENC 9020 \$10	MAT 1033 \$10	REA 9002 \$10
ENS 1281 \$10	MAT 9002 \$10	REA 9003 \$10
ENS 1282 \$10	MAT 9013 \$10	

CLAST REVIEWS

ENC 1000 \$ 8	MTH 1000 \$ 8	REA 1000 \$ 8
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Student Financial Information/Financial Aid

The staff of the Office of Student Financial Aid provides financial assistance to qualified students to attend Edison. They administer the Work Study Program for student employment, the federal education grants (PELL and FSEOG) and numerous other scholarships and loans provided by individuals, organizations and the Edison Community College Foundation. Application for all types of student financial assistance should be made at the Financial Aid Office on any Edison Campus. Information brochures and applications are available from counselors at all locations.

Financial Information/Refund Policy

1. Students or parents wishing to make payment by check should make them payable to **Edison Community College** for the amount of fees. Visa and Master Card credit cards are also accepted at the Cashier's Office or through the telephone registration system "REGGIE".
2. Veterans who are eligible to receive monthly educational benefits should be prepared to meet **ALL** expenses since the first checks are often delayed until after a semester is in session.
3. The college reserves the right to withhold students from classes, final examinations, and graduation unless fees are paid in full. No grades, degrees, statements of honorable dismissal, or transcript of credits will be issued until satisfactory settlement of college fees and other financial obligations have been met. This includes loans to students.
4. Limited tuition loans are available with a minimum service charge. Application for such funds must be made through the Financial Aid Office.
5. The cost of books and supplies varies with the program of each student.
6. The college reserves the right to change its fees at any time without notice.
7. To receive any refund of fees, a student must officially withdraw from college. Students who officially withdraw no later than the date listed in the college calendar are eligible for refunds of fees as follows:
 - a. Cancellation of course by college – 100% refund of matriculation and tuition fees.
 - b. Withdrawal from a course or from the college through the last day to enter classes as listed in the college catalog – 100% refund of matriculation and tuition fees.
8. Prior to distributing refunds, any outstanding debt to the college must be paid. NOTE: Normal processing time for refunds is approximately 6-8 weeks.
9. In cases of extreme personal or family hardship, or in cases involving extenuating circumstances, the Vice President for Student Services has the authority to

waive the above rules regarding refunds. When such a waiver is granted, the Vice President of Student Services will file a written report of the waiver, and the reasons for granting it, on the Student Refund Request form. Copies will be maintained in the Business Office and the Admissions and Records Office.

Financial Aid

Students are encouraged to come to the Financial Aid Office for assistance in planning the financing of their college education. A variety of funds are available to help those who without such help, would be unable to attend college. Assistance is awarded to students enrolled for six or more credit hours in Fall and Spring sessions on the basis of financial need, scholastic achievement, and character. Applications for assistance received after **May 1, 1997** will be considered only if funds are available. In order to remain eligible for scholarships, work-study, loans and grants, a student must successfully meet the requirements of the Standards of Academic Progress for Financial Aid recipients.

Work Study Programs

Students enrolled for six or more hours in the Fall and Spring Sessions who meet federal requirements of financial need, and who are capable of maintaining adequate grade averages may be employed in part-time jobs to help meet expenses. These jobs are available on campus. The college is an equal opportunity employer. Off campus employment opportunities for community service are also available.

Loans

Edison Community College Loan Fund: The college makes available a short-term loan fund to enable students to pay their tuition fees. Apply through the Financial Aid Office. A small service fee will be charged. The loan balance is due on a date set by the Financial Aid Office before registration begins for the next semester.

Federal Family Education Loan: These long-term loans are made through area banks and financial institutions with certification of eligibility by the Financial Aid Office.

GRANTS

Federal Pell: These grants are provided by the Federal government to students with financial need. Students enrolled less than half-time may be eligible for this program.

Federal Supplemental Education Opportunity Grant (FSEOG): Provided by the federal government to students with certified financial need.

Florida Student Assistance Grant (FSAG): Awarded to full-time students with financial need who are Florida residents.

Standards of Progress for Students on Financial Aid

Students awarded financial aid must meet the following academic standards each academic term:

1. "Good Standing" for purposes of Financial Aid:
For Full-time students — 2.0 GPA for 12 credit hours—(minimum)
For Part-time students — 2.0 GPA for all credit hours
2. "Not in Good Standing":
Students who receive withdrawals ("W"'s) or audits ("X"'s)
3. Incomplete grades (I's) must be completed to total 12 credit hours with a 2.0 grade point average before financial aid may be awarded.
4. All students must complete their academic program within 90 attempted credit hours. Exceptions must be approved by the Financial Aid Director based on mitigating circumstances.
5. If a student does not meet standards of progress for a session, an appeal must be made by petition to the Office of Student Financial Aid to be considered for financial aid for the next session. If approved, the student must meet standards of progress for the next session. An intervening session of satisfactory work clears a student for financial aid.
6. A student who has not maintained Standards of Academic Progress and has registered for a future session but not paid the fees for that session may:
 - a) Pay the fees for the session;
 - b) Officially withdraw from some or all of their courses with no financial liability.

Student Fees

In the event of financial need, an application for loan funds may be made to the Financial Aid Office. Student fees are payable by the date shown on fee schedules.

Veterans Educational Benefits

The Financial Aid Office, Lee County Campus, serves as the Veterans' Affairs Office for Edison Community College.

If you are a veteran or a dependent of a veteran and are eligible for educational benefits, you should:

- Contact the Veterans Specialist well in advance of enrollment to process eligibility forms.
- Apply for admission as a **degree-seeking** student
- Submit the Certification of Eligibility or a copy or your DD-214 (separation paper) to the Veterans Specialist for certification of enrollment. Submit additional forms if requested for certification to the Veterans Specialist.
- Contact the Veterans Specialist each time you change course schedule, register for classes each semester, or change degree program.

All veterans continuing enrollment for a following term should contact the Veterans Affairs Office with schedule and fee receipt *as soon as possible* before the beginning of the next term.

National Guard Fee Waiver

Recommended National Guard enlistees receive a 50% fee waiver. Contact your National Guard Education Officer. Eligibility for the waiver must be processed by the Veterans Specialist, Financial Aid Office, Lee County Campus.

Veterans Dependents

Wives, widows, or dependents of deceased or 100% disabled veterans should contact the Veterans Affairs Office for the appropriate forms.

Veteran Transfer Students

A transfer student must have a transcript from the previous college forwarded to Edison Community College before transferring. The VA must know how many credits are accepted by the college. The student's certification will not be processed by the VA office until the transcript is received and evaluated by Edison. Failure to have the certification forwarded will delay the veteran's benefit check.

Approved VA Programs

The student must be working toward an approved degree in order to receive VA benefits. Check with the college Counseling or Advising Centers to ensure that the classes you plan to take are correct for the degree selected. This will avoid the possibility of overpayment for classes not required for the degree. A student will not be paid for a course repeated to earn a higher grade, unless the student received an "F" in that course, or a "D" when a "C" is required.

Deferment of Tuition

Veterans and other eligible students may receive one deferment each academic year if there is a break (failure to return in a subsequent semester) in the VA benefits.

Change of Status and Attendance

Veterans who withdraw, drop or add a class should notify the Veterans Affairs Office immediately. Such a change could result in an incorrect payment from the VA. Professors can and will withdraw students from classes for excessive absences; withdrawals and grades of "W" are retroactive to the beginning of the term, and the VA *does not pay* for courses in which the student receives a grade of "W" or "WP".

Standards of Progress

Veterans must maintain a "C" (2.0) grade point average to remain in good standing. If the veteran does not have a 2.0 after attempting 12 credit hours, the student will be placed on Academic Warning. After attempting 24 credit hours, if the veteran still has less than a 2.0 GPA, the veteran benefits will be terminated by the V.A.

International Student Tuition Exemption

International Student Tuition Exemption is available to students from many countries. Contact the Admissions office for details.

SCHOLARSHIPS

Institutional Scholarships

Edison Community College offers institutional scholarships in the areas of art, music, drama, athletics, and student government. For more information on these scholarships contact the Financial Aid Office on the Collier or Lee County Campuses.

Presidential Scholarships are awarded to each valedictorian, salutatorian, and two additional graduates of the top 10% of the graduating class of each regionally accredited high school in the Charlotte, Collier, Glades, Hendry, and Lee counties. Recipients are recommended by the high school principal each year.

For additional information on institutional scholarships please contact the Financial Aid Office on Charlotte, Collier, and Lee County campuses for application information.

Private Scholarships

Private Scholarships are awarded to students who are enrolled at least half-time and have demonstrated scholastic ability and/or financial need. Donors may specify additional stipulations regarding eligibility. For information and application forms, consult the Edison Financial Aid Office. The following organizations have provided scholarship assistance for Edison students:

Advertising Federation of Southwest Florida
American Association of University Women Naples
A.B.W.A. Bridge of Light
A.B.W.A. Caloosahatchee
A.B.W.A. City of Palms Chapter
A.B.W.A. Edisonia Chapter
A.B.W.A. Estero Island Chapter
A.B.W.A. Fort Myers, Charter Chapter
A.B.W.A. Friendship Chapter
A.B.W.A. Isle of Palms Chapter
A.B.W.A. Isle of Pines Chapter
A.B.W.A. Naples on the Gulf Chapter
A.B.W.A. Neopolitan Chapter
A.B.W.A. Punta Gorda
A.B.W.A. Sanibel-Captiva Chapter
A.B.W.A. Tropic Enlightenment Chapter
American Legion Aux., Unit #90, Cape Coral
American Legion Aux., Unit #135, Naples
American Legion Unit #103
American Lung Association
Art League of Marco Island
Association of Operating Room Nurses Naples

Baker Academy Alumni
Bollinger, Paul
Brechtal, Almeda Award (Grad.)

Cape Coral High School Activity Fund
Cape Coral Lodge #367 F.& A.M.
Captiva Civic Association
Charlettes of B.P.O. Elks Lodge #2153
Charlotte County Medical Society Auxiliary
Chick-Fil-A, Inc.
Christ United Methodist Church, Lehigh
Church Women United in Greater Fort Myers
Collier City Athletic League
Collier County Medical Society Auxiliary
Curtis, Isabella Memorial
Cypress Lodge F.& A.M.

Dehon, Dr. William B, Jr.

East Naples Civic Association
Estate Planning Council of Lee County

Feith, Jay Memorial
Florida Association of Broadcasters
Florida Nurses Assoc.
Florida Police Association, Inc.
Fort Myers B.P.O Elks Lodge #1288
40 & 8 Charlotte County
40 & 8 Collier County
40 & 8 Fort Myers
40 & 8 Fort Myers Beach
40 & 8 Lehigh

Glades Electric Cooperative, Inc.
Golden Gate Chamber of Commerce

Health Professions, Cape Coral Medical Center Auxiliary
Hendry County Bank
Henderson, Franklin, Starnes & Holt

Kappa Alpha Psi Fraternity
Kiwanis Club of Cape Coral
Kiwanis Club of Fort Myers Beach
Kiwanis Club of Charlotte Harbor
Kiwanis Club of Iona-McGregor
Kiwanis Club of Lehigh
Kleist Foundation

Lee County Association of Educational Office Personnel
Lee County Legal Secretaries Association
Lee County Pageant, Inc.
Lee County Personal Injury Association
Lehigh Acres Corporation Scholarship (President's)
Lions Club of Cape Coral

Marco Island Hospital Auxiliary
Marco Island Women's Club
Medical Center Auxiliary of Punta Gorda

Naples Athletic Club
Naples Art Association
Naples Community Hospital Auxiliary
Naples-Fort Myers Greyhound Track

Optimist Club of Fort Myers
Optimist Club of San Carlos Park
Opti-Mrs. Club of Cape Coral

Philanthropic Foundation-Cape Coral

Riverdale High School
Roadway Package Systems
Rotary Club of Cape Coral
Rotary Club of Cape Coral, Gold Coast
Rotary Club of Fort Myers Beach
Rotary Club of Fort Myers South
Rotary Club of Golden Gate
Rotary Club of Marco Island, Sunrise
Rotary Club of Naples
Rotary Club of Punta Gorda
Rotary Club of Sanibel-Captiva

St. Raphael's Polish American Scholarship
Salley, Holland
Sanibel-Captiva Lions
Seminole Tribe of Florida
Southwest Florida 10-13 Club
Southwest Florida Bowling Association
Southwest Florida Council-Boy Scouts of America
Southwest Florida Regional Medical Center Aux.
Spinal Cord Group of Fort Myers

United States Sugar Corporation

Vietnam Vets of America

Wiggins Memorial Trust
Women's Coalition of Southwest Florida

Collier Campus
Community Health Association, Nursing
Failing, Anna
Ferguson, John C. and Kossie G.
Freshwater, Harold
Gardner, Leon and Viola
Geraci, Salvatore
Goodwin, Joseph
Hendry, Capt. Francis Asbury
Johnson, Leif, Gallery Exhibit Fund
Jones, Dr. H. Quillian, Sr., Nursing Pins Award
Kelley, James L.
Kosches, Rose
Lee County 100 Club
Maeder, Catherine
Miller, Guy R.
Newton, James and Eleanor
Perry, Steven
Plummer, Maurice and Jean
Quenzer, Carlisle
Red Cattle
Richard, Chaplain Eli
Robbins, Mayson
Root, Lora
Schneeman, Carol Ann, Nursing
Shaver, Ward, Radiology Technology
Sichere, Rene
Smith, H. Alvin, Rodin-Collier Award
Swartz, Dudley
Thompson, Andrew
Tilden, Ralph
Walker, Paula G., Nursing
Willard, Geraldine, Nursing
Williams, Ray L.
Wisell, Ray and Imo
Zimmerman, Clarence and Billie

General Scholarship Fund
General Nursing Scholarship Fund
EMT General Scholarship

Endowed Scholarships

The Edison Community College Foundation, Inc., provides tuition and book scholarships to several hundred students each year from endowments established by community residents. The following endowed scholarships are currently offered:

Alderman, Rossie Evans
Allen, Greg
Bachman, Tiffany
Beckes, Helen, Nursing
Berry, Beryl
Bruehl, Mariel
Bunzel-Lamberger, Gertrude
Burgess, Marion, Nursing
Cedarburg, John
Church, Charles and Roberta, Nursing
Claville, Isadore



**ACADEMIC POLICIES
&
ACCELERATED PROGRAMS**

Academic Calendar

Edison's academic calendar is developed to comply with State Board of Education (SBE) Rule 6A-10.019, Florida Administrative Code (FAC). The academic year is comprised of 220 days: a Summer B Session of 35 days; a Fall Semester of 75 days; a Spring Semester of 75 days; and a Summer A Session of 35 days. The Fall Semester is scheduled to begin within the first three weekdays after August 22; the Spring Semester within the first three weekdays after January 4; and Summer A within the first three weekdays after May 5. Although Summer B does not have a state-defined start date, it is, in effect, defined by the start dates of the other sessions.

In the Fall Semester of each year, with the aid of the Office of Admissions and Records, the District Dean of Instruction's office drafts an academic calendar for the subsequent year. The calendar contains designation of dates such as the following:

- Beginning and ending dates of instructional terms
- Observed holidays
- Mid-term and final examination dates
- Commencement date
- Dates final grades are due

Once the draft calendar has been reviewed, the draft is forwarded to Human Resources and at that point, class days and faculty "duty days" are calculated. The final version of the academic calendar is then prepared for submission to the Board of Trustees for approval.

Academic Petition and Appeal Process

Academic Petition:

The academic petition is a process designed to review, based on written student request, college practices or actions related to, but not limited to:

- Admissions processes
- Substitution for a required course
- Waiver of general education requirement
- Readmission from Academic Suspension
- Waiver of residency requirement for graduation

Students begin the process by completing an official academic petition form, which is available in the Office of Admissions and Records. Completed academic petitions must be submitted to the same office. It is the responsibility of the Office of Admissions and Records to log the petitions, and to route them to the appropriate person for review.

Many academic petitions, especially those regarding admissions processes or standard substitution for required courses, can be handled directly at the Admissions & Records Office. Those which the Admissions & Records Office feel need to be referred elsewhere are normally sent to the instructional supervisor responsible for that area. The instructional supervisor then makes a determination based on the information collected by his/her office or provided by the student, and may request a meeting with the student

for further information or to receive clarification. The petition decision is forwarded to the Office of Admissions and Records, which informs the student of the decision.

Academic Appeal:

A student has a right to appeal a decision made on an academic petition. If a student wishes to appeal such a decision, the student must fill out an academic appeal form, and return it to the office of Admissions and Records. The appeal is logged, and forwarded to the District Dean of Instruction's office. The District Dean of Instruction will review a student's appeal. A copy of the original academic petition decision is automatically part of the subsequent appeal. An appeal is not simply a review of the original petition decision. It is a request to reverse the original decision. The student must supply new, relevant, previously unconsidered information, or spell out the argument as to why the original petition decision should be reversed. For an appeal to be successful, new information must be critical to the case, and new considerations or arguments should prove the student's case conclusively. The District Dean's office may request additional meetings or additional information for clarification. The District Dean of Instruction has responsibility for making the final academic decision for the College. Forms are available in the Office of Admissions and Records.

Beebers, Cellular Phones, and Pagers

Beebers, cellular phones, and pagers should be turned off when entering a classroom. In an emergency, with *prior* authorization from the professor, a beeper, cellular phone, or pager may be turned to "silent ring" mode. In such a case, any exit from a classroom should be made with a minimum of disturbance.

Children or Family Members in the Classroom

Only currently enrolled students are authorized to be in classrooms, except for situations involving a disability. Children, spouses, or other relatives are not permitted, except by express permission of the Division Dean, Campus Provost, or District Director of Learning Assistance. Complaints regarding classroom disruption should be reported to the same persons.

Class Attendance, Absence

Students are expected to attend all class periods of the courses for which they are registered. Absence from several meetings of a course may result in a lower grade. As a result of excessive absence, a student may be required to withdraw from a course or from college. The determination of what constitutes excessive absence in any course rests with the professor conducting that course. Most professors have written attendance requirements, for the student's reference, in their course syllabus.

Class Cancellations

The college attempts to honor its commitment to provide the classes scheduled for a given term. However, at times, usually due to low enrollment, it may be necessary to cancel a class. In such cases every effort will be made to find an appropriate alternate class for the student.

College Rights

Edison Community College reserves the right to deny admission to any applicant, to change any of the rules, courses, regulations, or teaching assignments without notice, and to suspend any student whose behavior is not in keeping with the best interests of the college.

Continuing Education Units (CEU's):

Continuing Education Units (CEU's) are offered through the Division of Continuing Education. One CEU is defined as ten contact hours of participation in an organized Continuing Education experience under responsible sponsorship, capable direction, and qualified instruction. CEU's are not academic semester hour or "quarter" hour credits. At Edison, one unit is awarded for each ten hours of instruction, with decimal units given for less than ten hours earned.

Continuing Education Refund Policy:

For short courses, usually from one to three sessions, refunds must be requested one week before the start of the program. For Continuing Education courses scheduled for longer than three sessions, refunds must be requested in the Office of Continuing Education in Royal Palm Hall prior to the beginning of the second class meeting.



Course Deletions — “5-Year Rule”

In compliance with SBE Rule 10.0331, FAC, and as part of the process of developing the new *Catalog* each year, the college shall delete from the *Catalog* any course not taught during the five fiscal years, or less, if desired, preceding the effective date of the next catalog. Based on data from Institutional Research, the instructional supervisors annually recommend to the Curriculum Committee which courses should be deleted from the *Catalog*.

The following are exceptions to this rule:

- (1) Any course which is slated for deletion in accordance with above, but which is scheduled to be taught during the effective dates of the next *Catalog*, will be retained in the next *Catalog*.
- (2) Any course which is slated for deletion in accordance with above, but which the College feels should be retained as a course offering for some extraordinary reason(s), may be retained in the next *Catalog*, providing such action will be by specific recommendation of the Curriculum Committee and the approval of the District Dean of Instruction.

The District Dean of Instruction shall annually notify the office of the State Board of Community Colleges (SBCC) as to which courses are to be deleted from the inventory for Edison Community College, pursuant to this Rule.

The District Dean of Instruction's Office shall annually update the on-line course record to retain the Edison history of courses, including last term taught and relationship to previous or new courses.

The President shall certify to the Board annually that the College has complied with this State Board Rule.

Course Outline and Course Syllabus

OUTLINE: The course outline is distinguished from the course syllabus in that the outline sketches or provides an overview of the content of the course. The syllabus, on the other hand, provides a detailed description of the particular section of the course that a student is enrolled in during a particular semester, and includes such information as schedule of class meetings and assignments, attendance policies, textbook requirements, and actual test dates. The course outline typically includes only the first three steps listed below.

The appropriate academic administrator or professor developing a new course is responsible for submission of the course outline. This document must be furnished to the Curriculum Committee along with the course proposal when a course is presented. If the course is subsequently approved for permanent use at the College, the course outline becomes part of the documentation sent to the State Course Numbering System.

SYLLABUS: The course syllabus is the responsibility of each professor. It should be developed by the professor, approved by the academic administrator, typed (or “word-processed,”) duplicated, and ready to distribute and review with students at the first class meeting. A copy should be provided for the supervisor's file.

The syllabus should include — at a minimum — the following:

1. Course number and title, *Catalog* description, credit hours.
2. Prerequisites for the course.
3. General course information — Topic Outline: what the course is (and is not) designed to include.
4. Course outcomes — in behavioral terms, specify what students are expected to achieve for each topic covered.
5. Requirements for the students — class participation, tests, homework assignments, make-up procedures, etc.
6. Attendance policy — the professor's specific policy concerning absence. (The college policy on attendance is in the *Catalog*, and defers to the professor.)
7. Grading Policy — the numerical ranges for letter grades. (Note: The “incomplete” grade [“I”] should be given only when unusual circumstances warrant. An “incomplete” is not a substitute for a “D”, “F”, or “W.” Refer to the policy on “incomplete” grades.)
8. Textbook requirements (in correct bibliographic format).
9. Reserved materials for the course. Other special learning resources.
10. CLAST competencies involved in the course.
11. Class Schedule: This section includes assignments for each class meeting or unit, along with scheduled LRC media and other scheduled support, including scheduled tests.
12. Any other information or class procedures or policies which would be useful to the students in this class.

Since the syllabus may be interpreted as a contract with students, it should be developed carefully, insuring that material discussed is covered during the semester, grading and absence policies are followed, and so forth.

Course Withdrawal Policy

A student can withdraw without academic penalty from any course in a term by the mid-point of that term. Withdrawals after that date will be granted only through established institutional procedures.

In order to withdraw from a single course or from the college, the student must complete a request to withdraw or “drop” a course. This request can be secured in the Counseling or Registration Office and be turned in at the Registration Office.

Students who officially withdraw from a class or classes any time prior to the date listed in the college calendar (found in the first few pages of this college *Catalog*, will receive a grade of "W." A student will be limited to two withdrawals per course. Upon the third attempt, the student will not be permitted to withdraw, and will receive a grade for that course. (See "Maximum Course Attempts Policy.")

Credit Class Scheduling

Development of the class schedules for any session is at the discretion of the scheduler, i.e., Director, Dean, or Provost. It is the responsibility of the scheduler to insure that: (1) appropriate courses are offered which best serve the needs of the community, (2) qualified instructors are found to teach all offered courses and (3) courses are scheduled in order to make efficient use of space available at each location. Class schedule development begins according to the time lines set by the District Dean of Instruction's office. Input from faculty is solicited. Final corrections are made and a copy made available for printing according to a publishing schedule set by the Dean of Enrollment Management. A technical *Manual* for using the Master Scheduling System and Calendar System is published by the District Dean of Instruction's office.

Credit classes at Edison are scheduled to comply with SBE Rule 6A-10.033, FAC, which requires one (1) college credit be awarded for learning expected from the equivalent of fifteen (15) fifty-minute periods of classroom instruction. Contact hours assigned to laboratory instruction, internships or clinical experience are determined by Edison based on the proportion of direct instruction to the laboratory exercise, internship hours, or clinical practice hours. Definition of such ratios are found in the *Collective Negotiations Agreement*, available at the Human Resources Office.

Curriculum Committee

The District Dean of Instruction and the District Curriculum Committee share a strong commitment to promote quality academic programs which meet student and community needs, and reflect the philosophy of the College as published in the College *Catalog*. The Curriculum Committee is responsible to the District Dean of Instruction for reviewing and recommending new courses or programs to be offered, for recommending changes in or discontinuation of courses or programs, and for the continuous review and recommendation concerning the overall curriculum and instructional programs of the College. The Committee's recommendations concerning curricular proposals are forwarded to the District Dean of Instruction for further action.

Guidelines for Curriculum Proposals: Additions or Changes

The following is a list of steps which must be undertaken in order to add a new course or change the content of an existing course. Course proposals which fail to adhere to these guidelines will not be considered by the Curriculum Committee:

1. All new curriculum proposals should first be discussed with the appropriate instructional supervisor.
2. In the case of a new or experimental course, if the supervisor is in agreement with the proposal, he or she will fill in a "New Course Transmittal Form" except for the State Common Course Number. Based on the information presented, the District Dean of Instruction will request a State Common Course Number.
3. After the supervisor has received a return memo from the office of the District Dean of Instruction with a State Common Course Number, a course proposal can be submitted to the Curriculum Committee. No new or experimental course will be considered by the Curriculum Committee without a State Common Course Number.
4. When all elements of the course proposal have been completed, sufficient copies (25) of the proposal should be turned in to the chairman of the Curriculum Committee ten (10) working days prior to the monthly meeting. (Curriculum Committee meetings are generally held on the fourth Thursday of each month.) Complete proposals must include the following:
 - Curriculum Committee Course Proposal Form
 - Course Outline
 - Course Transmittal Form

Course proposals missing any of these items are incomplete and will not be considered by the committee.

For inclusion in the College *Catalog* for the next academic year, new curriculum proposals must be acted upon by the Curriculum Committee prior to December first. Proposals acted upon by the committee *after* this time will *not* be printed in the College *Catalog* for the next academic year.

Experimental courses are valid for one year. For experimental courses to become part of the permanent college course inventory and appear in the college *Catalog*, they will need to be resubmitted to the Curriculum Committee for consideration prior to the December deadline.

Curriculum Committee Membership:

Faculty

Learning Assistance (1)
Learning Resources (1)
Counseling (1)
Humanities, Communications and
Social Sciences (2)
Health and Science (2)
Business and Technology (1)

Campuses

Charlotte (1)
Collier (2)

Instructional Administrators

Provosts - Charlotte/Collier (2)
Deans of Instruction (2)
District Director, LA (1)
District Director, Institutional Effectiveness &
Program Development (1)
Director, Distance Learning

Students

Charlotte (1)
Collier (1)
Lee (1)

Institutional Research

Coordinator (1)

Faculty Senate

Charlotte Campus (Faculty Representative) (1)
Collier Campus (1)
Lee Campus (1)

Florida Gulf Coast University

TBA (1)

Dean's List

After the end of the Fall and Spring Semesters only, the District Dean of Instruction will publish a list of students completing twelve or more credits (College Preparatory Classes EXCLUDED) whose credit class grades averaged 3.5 (B+) or above, and who did not receive any grade below a 'C.' The list is published *after* the period allowed for students to make up incomplete grades (see 'Incomplete' Grade).

Faculty Office Hours

Full time faculty are required to schedule a minimum of ten hours per week during which time they will be available for consultation with students. Office hours configuration is subject to the approval of the instructor's supervisor. Office hours will be posted on faculty office doors by means of a "Program Card." Additional office hours may be scheduled, and students may be seen by appointment.

Adjunct faculty should make themselves available for student consultation before or after class, and/or by appointment.

Final Exam Procedures

Information on this topic is published, by term, in the "Class Schedule."

"Grade Forgiveness" Policy

The "Grade Forgiveness" Policy permits students to repeat a course in an attempt to improve a grade. Repeating a course is permissible only for courses in which a student earned a "D" or an "F." A student will be limited to two repeats per course. Upon a third attempt, the grade issued will be the final grade for that course. (See "Maximum Course Attempts Policy.")

Grade forgiveness is automatic, beginning Summer B, 1995, for all students who have repeated courses at Edison.

Students must complete a Grade Forgiveness Form only if BOTH the original and the "forgiven" grades were awarded in terms or semesters previous to Summer B, 1995, or if both courses were transferred to Edison from other institutions.

Students should be aware that some colleges or universities may not accept the grade of a repeated course, or may compute grade-point averages incorporating the grade originally assigned.

Students receiving financial aid of any type are cautioned to check with the Financial Aid Office to insure that the repeated courses will count toward their financial aid award.

Only the last grade earned in a repeated course will be computed into the grade-point average, provided that the last assigned grade is not a "W" or an "X" (Audit). However, all grades will appear on the transcript.

Students may not repeat a course to improve grade-point average after the awarding of the Associate in Arts degree.

This policy applies to courses that are repeated for "grade forgiveness" purposes. It does not apply to officially repeatable courses such as music, choir, etc.

Grade Reports

MID-TERM: After the results of the mid-session examinations are in, students doing unsatisfactory work in any course will be notified of the fact by mail in the form of a mid-session grade report. However, mid-session grade reports are not sent during mini-semesters (including Summer A and Summer B) sessions. In these cases professors will communicate directly with those students who are doing unsatisfactory work. Students receiving "unsatisfactory" mid-session grade reports must meet with the professor or a counselor with a view toward improving their work.

FINAL: Final Grade Reports are mailed at the end of each semester. The final grade is the only grade which appears on the student's transcript.

Grading and Grade-Point System

For the current grade symbols and grade-point weights, the following grade symbols and grade-point weights will be used at Edison Community College *beginning in the 1997-98 academic year:*

A	Excellent	4 points
B	Good	3 points
C	Average	2 points
D	Poor	1 point
F	Failure	0 points
I	"Incomplete"*	0 points
W	Withdraw**	0 points
X	Audit (No credit)	0 points

*See 'Incomplete' Grade

**See Course Withdrawal Policy

'Incomplete' Grade

A grade of "I" is given only when the student has successfully completed most of the course in question and, in the judgment of the professor, is able to make up any deficit within the required time frame. A student who received an "I" must make up the deficiency and have the change of grade recorded in Admissions and Records no later than the twenty-eighth (28th) calendar day after the first day of classes in the next session. After that, the grade defaults to an "F". The responsibility for making the necessary arrangements with an instructor for the removal of an "I" rests with the student concerned. Extensions of a grade of "I" are not allowed.

If a professor awarding an "I" is not going to be available the following term, it is the responsibility of the professor awarding an "I" to make arrangements for the student to deliver the necessary completed course work to a fellow faculty member or the professor's supervisor for a change of grade. In such a case, it is the professor's responsibility to inform the faculty member or supervisor and the student in writing what needs to be completed in order for the "I" to be removed. The professor should provide a copy of the student's grades to-date, and to describe how to assess the students remaining work and final grade.

In cases where circumstances prevents a professor from assigning a grade, final responsibility for the grade change rests with the supervisor.

Learning Resources Charges

The following charges apply to all patrons:

- (1) Charges for material checked out and not returned:
 - (a) The charge for material owned by Learning Resources will be the current average trade price of the material not returned.

- (b) Patrons of Learning Resources who do not return material obtained through intra/inter-library loan will be billed the charges assessed by the owning library.
 - (c) Patrons who have overdue material or who have failed to return material that has been recalled will be notified. Patrons will be advised of the "Hold on Records" status defined in section 5.
 - (d) If the material is not returned, patrons will be sent an invoice for the charges specified in this rule.
- (2) Lost or Mutilated Materials:
 - (a) An item reported lost, or one returned in a damaged/mutilated condition, will be billed as described above.
 - (b) If "lost" material owned by Learning Resources is subsequently found and returned in usable condition, within six (6) months, a refund will be issued of the charge paid provided the receipt is presented.
 - (c) If "lost" intra/interlibrary material is subsequently found, any refund will be at the discretion of the owning library.
 - (d) Exceptions to the time limits of this section may be made (at the discretion of the Director of Learning Resources) for out-of-print materials of continuing value.
- (3) Fee-based services provided by outside agencies: Patrons who request services for which a fee is charged will be billed the amount charged. No additional service charges will be added by Learning Resources. Examples of such services are literature searches done by a reference librarian in an external database and charges levied by the owning library for intra/interlibrary loans.
- (4) Learning Resources Cards: Patrons eligible for borrowing privileges will be provided one Learning Resources card at no charge. Patrons will be required to pay a replacement fee for each succeeding card issued.
- (5) Definition of "Hold on Records" Status:
 - (a) No transcripts will be released.
 - (b) No further registration will be permitted.
 - (c) Degrees/Certificates will not be released.
 - (d) Learning Resources borrowing privileges will be suspended.
- (6) Patrons will be given signed and dated receipts for each charge and/or service fee paid.
- (7) Learning Resources invoices that are not resolved may be turned over to the Business Office for further action.
- (8) Appeals by patrons penalized under this rule may be made to the Director of Learning Resources. Appeals must be submitted within ten working days of the assessment.

Maximum Course Attempts Policy

A student will be permitted a maximum of three attempts per course. This applies to course withdrawals and "grade forgiveness" or both of these combined.

Maximum Student Class Load

A student may not take more than 17 credit hours during a full-length semester or 8 credits during Summer A or Summer B session without the written permission of a counselor. Counselors will work closely with each student in determining the maximum class load the student should carry in relation to his or her ability and background. There is no minimum class load.

Out-of-District Instruction

Consistent with SBE Rule 6A-14.006, FAC, credit and non-credit instruction provided by a community college outside its own district requires prior approval by the State Board of Community Colleges. State guidelines apply to foreign study, out-of-state but in-country instruction, and out-of-district but in-state instruction. Policies for grading, course outlines, learning outcomes, standards, etc., shall be the same for out-of-district instruction as for in-district instruction. Documentation to this effect shall be kept by the College.

A professor who wishes to organize and instruct an out-of-district class, should fill out SBCC Form OD-1 (for out-of-state courses or programs), or SBCC Form OD-2 (for out-of-district but in-state courses or programs). After the form has been submitted to his/her supervisor for approval, the Board of Trustees must approve the request for submission to the State Board of Community Colleges. The District Dean of Instruction's office coordinates the paperwork with the State Board of Community Colleges.

Since approval of both Boards is necessary, approval normally takes several months. Therefore the approval process should be initiated well in advance of the intended delivery of the course.

Part-Time (Adjunct) Faculty

Information relating to Adjunct Faculty is published in the *Employment and Personnel Operations Procedures*, provided by Human Resources, and in the *Adjunct Faculty Handbook*, published by the District Dean of Instruction's office.

Professional Development of Faculty

Section 4.8.7, "Professional Growth," Criteria for Accreditation, Southern Association of Colleges and Schools, 1994:

An institution must provide faculty members the opportunity to continue their professional development throughout their careers and must demonstrate that such development occurs.

Among the means of accomplishing this goal are leaves of absence for study and research, additional graduate work in the discipline, participation in professional meetings and in-service training such as instruction in computer usage. The general tone and policies of an institution must make it clear that individual faculty members are to take the initiative in promoting their own growth as teachers, scholars, and especially in professional and occupational fields, practitioners.

1. Each faculty member, except for first-year members, shall prepare an annual professional development plan at the beginning of the fall semester. The plan should be constructed during the faculty development period prior to the first day of classes.
2. The plan shall outline what the faculty member realistically seeks to accomplish during the year to promote his or her professional development. Such a plan shall be clear and concise (consisting of a page or two) and should identify criteria for successful completion of plan objectives. It may be reviewed and revised by the faculty member throughout the year as desired. A faculty member may consult with his or her supervisor, if desired, in constructing or revising the plan.

The plan may also include projects which take longer than a year to accomplish. The faculty member shall note progress toward the longer-term objectives. Overall and annual time-lines should be noted, as appropriate.

Such a plan shall also summarize the progress made on the previous year's plan, indicating which parts of the plan have been accomplished, and which are to be incorporated in the next year's plan, and which elements were not accomplished and are to be discarded.

3. For faculty members who are currently in program areas or disciplines requiring recertification, recertification will be evidence of professional development. A summary of successful progress toward recertification will constitute the faculty member's development plan. A faculty member may augment any such plan to the degree he/she wishes.
4. The faculty member's annual professional development plan shall be forwarded directly to his or her supervisor so as to provide proof of compliance with SACS requirements. Unless a faculty member requests otherwise, only the current professional development plan shall be kept on file at Human Resources.

Standards of Academic Progress

The purpose of the Standards of Academic Progress is to assist in identifying and providing help to students who are having academic difficulties. The intent of the Standards of Progress is to alert students that they are not making appropriate progress on a timely basis, so that they may correct academic weaknesses and problems early in their college career. The overall effect of these standards should be a more satisfactory academic performance and improved

use of special resources available for students encountering academic difficulty, and to improve the retention rate of our students.

In order to improve retention, mandatory orientation, entry testing (or test exemption), and advising (Educational Plans) are required for all degree seeking students. The purpose of these sessions is to assure that students beginning their educational experiences at Edison will be enrolled in the appropriate courses, and with the appropriate course load relevant to each student's unique situation (e.g., a single parent, holding a full-time job). All entering students who are unsure of their educational and career goals, and returning adult students who may lack confidence in their college survival skills, will be encouraged to enroll in SLS1101, "College Success Skills." (This course has had a positive influence in improving student retention rates.) Students, who through placement testing, are required to enroll in a Learning Assistance reading and English course, and are encouraged to enroll in REA1620, "Special Study Skills." The purpose of these requirements is to help prevent student failure and to enhance student success.

Warning Categories:

- a. **Academic Warning:** Students who have attempted 12 credits and have achieved less than a cumulative 2.0 grade point average (GPA) will be placed on "Academic Warning." These students should see a Counselor or Advising Specialist prior to further registration.
- b. **Academic Probation:** Students who have attempted 18 credits and have achieved less than a cumulative 2.0 grade-point average (GPA) will be placed on "Academic Probation." Such students will be required to see a Counselor in order to determine the best strategies to improve their academic progress. Students may be advised to enroll in REA1620, "Special Study Skills," or to take other college success courses such as SLS1101, "College Success Skills," IDS1350, "Critical Thinking," or special reading courses.

Students on academic probation should be aware that if they do not raise their GPA in the following semester, they will be placed on Academic Suspension. Students on academic probation could also jeopardize financial aid eligibility.

- c. **Academic Suspension:** Students whose cumulative GPA declines while on academic probation will be placed on "Academic Suspension" for a sixteen (16) week period.

Students may petition to continue their enrollment through the Records Office. The petition must be received in the Records Office by a specific date to be considered. Students approved for continuation of enrollment through petition must follow guidelines that will enhance their chances for academic success. Students whose petitions are denied will be suspended for the sixteen week period. Stu-

dents desiring to re-enter college following "Academic Suspension" will be required to work closely with a Counselor or Advising Specialist who will help the student develop an appropriate choice of classes and goals.

Students who fail to achieve academic improvement after reinstatement following academic suspension will be contacted by mail to inform them of their status and to recommend what appropriate alternatives may be available to them. At this point, a registration "hold" will be placed on the student record. The student will be unable to enroll until he or she has consulted with a Counselor or had the opportunity to discuss his or her situation before an Academic Standards Review Committee.

Student Classifications

- A. **Full Time, Part Time:** A student must take 12 credits or more during a semester session, or 6 credits or more Summer A or Summer B, to be considered a full-time student. A student who enrolls in less than these minimums is considered part time.
- B. **Credit, Audit, & Non-Credit:** Students enrolled for college credit in the current session will be considered Credit Students. Students who enroll for no credit, that is, students who "audit" a course normally offered for credit, will be considered Audit Students. Students enrolled in Continuing Education courses, which are not offered for college credit, will be considered Non-credit Students.

Student Review of Instruction

In order to improve the teaching/learning process, further course and program development, and encourage faculty professional development, it is necessary to gather information regarding instructional practices and procedures. Among relevant kinds of information is the student's review of instruction regarding classes he/she is taking. Student surveys are distributed after mid-term examinations. The professor arranges for a student in the class to administer the survey and is not to be present while the survey is completed. Written comments regarding any aspect of instruction in the surveyed class are encouraged and are made on the backside of the computer answer sheet since the surveys themselves will be re-used. Students are encouraged to be as candid and as accurate as possible. Written comments should focus on elements which the student thinks can be improved or on elements which were particularly effective or satisfying so that these may be retained.

The person administering the survey should remain in the room for questions, collect the survey and materials, seal responses in the envelope provided and return envelope to the designated office. The envelope should be checked to verify the correct course number, section and professor's name. The procedure for administering the student review survey is provided on the envelope containing the surveys. Copies of these directions may be obtained from any instructional administrator's office. Class aver-

ages, other survey results and comments are reviewed by the appropriate instructional supervisor. Surveys will be forwarded to the professor *after* the term is completed so the professor may benefit from students' opinions regarding instruction.

Textbook Selection Process

Uniform textbook adoption, in courses which consist of multiple sections in multiple locations, is strongly recommended. To ensure that students pursue sequential courses with the prerequisite knowledge, and to ensure uniformity of course delivery, the college has identified a process which seeks to provide for faculty input in classroom materials adoption.

In mid-fall semester each year, the textbook adoption process begins for the following academic year. The goal is to provide timely adoptions so that bookstore buy-backs can proceed efficiently, and that materials to be ordered can be specified well in advance of the time that they are needed in the classrooms. The deadline for completion of these two functions is prior to the Bookstore buy-back period during the Spring Semester.

All faculty are solicited for input. Program or discipline committees are assembled before the Fall Semester has ended in order for prospective classroom materials to be assembled for examination. After the beginning of the Spring Semester, the committees meet and decide on classroom materials to be used in the following year. Regular meetings, and/or telephone conferences provide the basis for the decision making.

Time for exchange of ideas should be provided. Once the decisions have been made, the Chairperson of each committee provides to his/her supervisor documentation of the decision process which includes the names of those who have been involved in the deliberation process, required materials selected, supplemental materials selected, and the date upon which these meetings and decisions occurred. The Bookstore order for books shall be completed at this time, and forwarded through regular channels to the bookstore.

The college anticipates that except in unusual circumstances, the course materials will be adopted for at least one year. Committees will meet each year for review to change or to re-adopt instructional materials. Documentation of the decision-making process should proceed from the Chairs of the adoption groups to their supervisors. A copy of the documentation regarding classroom material adoption should be retained in the supervisor's office. A sample form to be used in the process of reporting the decision of the committee may be obtained from any instructional administrative office.

Word-Processing or Typing Policy

Students are expected to print or type papers which are presented in courses taken for credit. Exceptions may be made in special cases and a paper may be accepted which is neatly handwritten and meets all other specifications for legibility, form and documentation. The "word-processing" or typing of papers is regarded as the norm and is considered good practice for students transferring to upper division colleges and universities.



College Preparatory Program and CLAST

College Preparatory Program

The Florida Legislature created, by statute, College Preparatory Programs in all of Florida's community colleges effective July 1, 1985. First-time-in-college applicants for admission who apply to enter degree programs shall be tested prior to the completion of registration. Tests which are recognized for purposes of evaluation at Edison Community College are: the ACT Enhanced, SAT I, SAT-R and FCELPT. At Edison Community College, the test which will be routinely given to entering students is the FCELPT (Florida College Entry Level Placement Test).

Students should present scores on the above test which have been earned up to two years previous to admission to Edison Community College. Further testing on the FCELPT may be necessary. These scores will be entered on the student's transcripts. Students shall enroll in college preparatory communication and computation instruction if test scores are below the specific levels indicated on the chart below.

TEST	READING	ENGLISH	MATH
ACT-Enhanced	16	16	16
SAT I	340	31	400
	(Verbal)	(TSWE)	
SAT - R	420	420	480
	(Verbal)	(Verbal)	(Quantitative)
FCELPT	83	83	72
			(Alg)

Please note:

- 1) The FCELPT may be taken only one time.
- 2) All test scores used for entry into Edison must be less than two years old.
- 3) Scores below those printed will require learning assistance courses.

If the student scores above the cut off scores on the placement test, she/he may enroll in college credit instruction. If the students scores below the cut off scores on the entrance test, she/he is required to enter college preparatory instruction. College preparatory instruction may NOT be counted toward meeting degree requirements.

Students who test into college preparatory instruction and subsequently enroll in college preparatory instruction must successfully complete the required college preparatory studies by the time they have successfully accumulated 12 hours of college level coursework or they must maintain continuous enrollment in college preparatory coursework each semester until the requirements are completed while performing satisfactorily in the degree earning coursework. Students shall not enroll for more than three (3) attempts in each course to complete college preparatory instruction. Students enrolled in a college preparatory

course who drop the course after the drop/add period will be considered to have utilized one of their three semesters allowed to complete that course.

Students are permitted to enroll in college preparatory instruction concurrently with credit instruction in courses for which they are qualified. College preparatory students may not enroll in the following categories of college credit courses while completing their college preparatory coursework:

- (1) College preparatory students who are deficient in mathematics may not enroll in any college level mathematics courses or other courses that require mathematics skills that are beyond the skill level of the student.
- (2) College preparatory students who are deficient in English and/or reading skills may not enroll in English or humanities courses that meet the Gordon rule requirements, or any other courses that require communication skills that are beyond the skill level of the student.
- (3) College preparatory students who are deficient in all three areas may enroll in college-level courses such as orientation courses, college success courses, or other courses that are not dependent on college-level computation and communication skills.

College preparatory instruction earns compensatory education credits only.

College preparatory instruction is provided in reading, writing and mathematics. There are two levels of reading, two levels of English, and three levels of mathematics. The college preparatory courses a student may have to take are determined by the FCELPT scores.

College preparatory reading instruction includes the recognition of main ideas, supporting details, meanings of words in context, author's purpose, tone, valid arguments, explicit and implicit relationships within and between sentences; and the ability to detect bias, to distinguish fact from opinion, and to draw logical inferences and conclusions. College preparatory writing instruction includes word choice, sentence structure, grammar, spelling, punctuation, paragraph structure, and the five (5) paragraph essay. College preparatory mathematics instruction includes arithmetic and introductory algebra including real numbers and their properties, basic operations and linear expressions, factoring of algebraic expressions, and solutions of linear equations and inequalities.

All college preparatory courses require ninety (90) contact hours per semester. These contact hours are comprised of a combination of regular classroom lecture hours and open lab hours. The combination is determined by the department each semester and is published in the official

schedule tabloid each semester. The open lab hours are posted each semester. Open lab hours can be completed any time the lab is open.

Students shall not enroll for more than three (3) attempts in each course to complete college preparatory instruction. Students who withdraw officially after the end of the drop/add period (defined as the date published in the Catalog) shall be considered to have enrolled that semester for purposes of this limitation.

Students who withdraw after this point for reasons of personal hardship, disability, or under extenuating circumstances may be granted an exception. Students must provide written documentation of hardship, disability, or extenuating circumstances that warrant withdrawal. Such exceptions require approval under guidelines established and approved by the Board of Trustees. Such documentation shall be submitted to the District Director of Learning Assistance, who will approve or disapprove the request. In the event that no documentation can be furnished by the student, the signature of the District Director of Learning Assistance will be accepted as authorization for the exception.

Edison Community College's College Preparatory Program is part of Learning Assistance. Should questions arise about this program and its regulations, please consult personnel in Learning Assistance or a counselor.

Please Note: College Preparatory rules are subject to change due to recent Florida laws not yet fully implemented.

College Level Academic Skills Test (CLAST)

The State of Florida has developed a test of college-level communications and computation skills. The test is called the College Level Academic Skills Test (CLAST).

The CLAST is designed to test the communication and computation skills that are judged by state university and community college faculty to be generally associated with successful performance and achievement in lower divisions work. The test is required by Florida statutes and rules of the State Board of Education when competencies in English, reading, and mathematics can not be demonstrated by any of the following options:

- 1) Achieve a score that meets or exceeds the following:
 - a) SAT - R 500 Verbal - exempt the English Language Skills subtest, the essay, and the reading subtest
 - b) SAT - R 500 Computation - exempt the mathematics subtest
 - c) ACT - Enhanced 21 Reading - exempt the reading subtest
 - d) ACT - Enhanced 21 English - exempt the English Language Skills subtest and essay
 - e) ACT - Enhanced 21 Mathematics - exempt the mathematics subtest

- 2) Achieve a:
 - a) 3.0 GPA on a 4.0 scale, in 4 units comprised of courses from the English Course Requirements from the list of courses required for admission to the state universities.
 - b) 3.0 GPA on a 4.0 scale, in 3 units comprised of courses from the Mathematics Course Requirements from the list of courses required for admissions to state universities.
- 3) Achieve a:
 - a) 2.5 GPA in two courses (a minimum of 6 semester hours) from the following courses: ENC 1101 and ENC 1102 or other equivalent college level English course to exempt the English Language Skills subtest, the essay, and the reading subtest.
 - b) 2.5 GPA in two courses (a minimum of 6 semester hours) through one the following options:
 - 1) MAC 1102 or any other MAC course with the last three digits higher than 102
AND
MGF 1113 or any other MGF course with the last three digits higher than 202
OR
STA 2040
 - 2) MAC 1102
AND
MGF 1113

The CLAST is administered three (3) times per year to students who are required to take it and who are:

1. completing Associated in Arts degree programs;
2. completing Associate in Science degree programs who are planning to transfer to a Florida state university.
3. AS students with less than 60 hours who are seeking financial aid and are seeking admission to upper division programs in state universities in Florida.
4. university students who are completing their sophomore year.

Students who are required to take the CLAST and do not make acceptable scores on the test will not be awarded the Associate in Arts degree. Students who successfully complete three of the four CLAST sub-tests may be admitted to the units of the Florida university system, but they must complete the remaining sub-test prior to completion of thirty six (36) credit hours of university work. After successful completion of all CLAST sub-tests the student is fully admitted to upper division status in the state university system and may apply for graduation and award of the Associate in Arts degree from Edison Community College. The CLAST requirements also apply to students transferring to state universities in Florida from private colleges in Florida and from out of state colleges.

Please note: College Preparatory rules are subject to change due to recent Florida laws not yet fully implemented.

The State Board of Education has established minimum CLAST score standards for the award of the Associate in Arts degree and for admission to upper division status in state universities in Florida. Students should check with the Counseling Center regarding specific score information.

The counseling center staff at any of the college's three campuses, or the Learning Assistance staff in Lee County, can tell you how and when to apply to take the CLAST, provide you with information about the CLAST exemptions, CLAST score standards, inform you where the communication and computation skills are taught in the curriculum, and when special review sessions are available.

Students with disabling conditions which require special accommodation must see the Institutional Testing Administrator in the Counseling Center prior to registration for CLAST. Further preparation for the CLAST is available in Learning Assistance. Students with a documented disability who wish to petition for a waiver of the CLAST may contact the Assessment Counselor in Sabal Hall, Lee County Campus.

CLAST/CLAST Exemptions

The Florida legislature has required that students graduating from Florida community colleges either pass the CLAST or qualify for a CLAST exemption prior to receiving the Associates in Arts degree. To exempt the communications subtests of the CLAST (English Language Skills, Reading & Essay), the student must have scores on the English and reading subtests of the FCELPT that exceed the minimum for college level work and at least a 2.5 GPA in ENC 1101 and ENC 1102 or other equivalent college level English courses. To exempt the computation subtest, the student must have scores on the math subtest of the FCELPT that exceed the minimum for college level work and at least a 2.5 GPA in two college level math courses.

This eligibility assessment is available through Learning Assistance.

CLAST Waiver Requests

The legislature also realized that, for some individuals, passing the CLAST may be overwhelmingly difficult. Therefore, the following circumstances have been delineated which allow a student to request a waiver of the CLAST.

A petition must be filed with the Institutional Testing Administrator's Office at the Counseling Center, requesting such a waiver. After reviewing the petition, the testing

administrator convenes a committee appointed by the District Dean of Instruction to review the student's case. The committee examines the student's academic and medical records and hears testimony relevant to the case. The committee then recommends granting or denial of the student's request for a CLAST waiver.

Edison Community College has established a committee pursuant to SBE Rule 6A-10.0311, FAC, to consider requests for other CLAST waivers. This committee is responsible to the chief academic officer and has four additional members: a member of the mathematics department, a member of the English department, the institutional test administrator, and a fourth faculty member from a department other than English or mathematics. Other non-voting faculty or staff may be invited to attend and offer the benefit of their expertise as it relates to the student's inability to pass the subtest(s).

Students with Documented Disabilities

A student who has a *documented, specific* learning disability such that he/she cannot successfully complete one or more sections of the CLAST may request a waiver of the particular section(s).

Other CLAST Waiver Petitions

Any student who has taken a subtest of the CLAST at least four times and has not been able to achieve a passing grade, but has otherwise demonstrated proficiency in course work in the same subject area, may request a waiver from that particular subtest. Waivers may be considered only after the student has been provided with test adaptations or other administrative adjustments to permit the accurate measurement of the student's proficiency in the subject area.

The committee will consider the student's proficiency in the subject area(s) and the student's educational records as well as other evidence as to whether the student should be able to pass the subtest(s). A waiver of the subtest(s) in question may be recommended upon majority vote of the committee. When a waiver for a subtest is approved, the student's transcript will be noted with a statement that the student did not meet the requirements of the above-mentioned state statute and a waiver was granted.

The President of the College submits an annual report on July 1 to the Commissioner of Education, the President of the Senate, and the Speaker of the House of Representatives on the number of subtests waived and the reasons for granting those waivers.

Computational Skills

(Elements of the College Level Academic Skills Program as taught at Edison)

CLAST mathematic examination items and score report are provided in these broad categories:

	MAT 1033	MAC 1102	MGF 1113	MAC 1114	MAC 1140	MAC 2132	MAE 2810	MAC 2311	STA 2040
ARITHMETIC SKILLS									
*Adds and subtracts rational numbers	X	X	X	X	X	X	X	X	X
*Multiplies and divides rational numbers	X	X	X	X	X	X	X	X	X
*Adds and subtracts rational numbers in decimal form	X		X	X	X	X	X	X	X
*Multiplies and divides rational numbers in decimal form	X		X	X	X	X	X	X	X
*Calculates percent increase and percent decrease			X		X		X	X	
*Recognizes the meaning of exponents	X	X	X	X	X	X	X	X	X
*Solves the sentence, a % of b is c, where values for two of the variables are given	X	X	X	X	X	X	X	X	X
*Recognizes the role of the base number in determining place value in the base-ten numeration system			X		X		X	X	X
*Identifies equivalent forms of positive rational numbers involving decimals, percents and fractions	X		X	X	X	X	X	X	X
*Determines the order-relation between real numbers	X		X	X	X	X	X	X	X
*Identifies a reasonable estimate of a sum, average or product of numbers			X	X			X	X	X
*Infers relations between numbers in general by examining particular number pairs	X		X			X	X	X	
*Solves real-world problems which do not require the use of variables and which do not involve percent	X		X	X			X	X	
*Solves real-world problems which do not require the use of variables and which do require the use of percent	X		X		X		X	X	
*Solves problems that involve the structure and logic of arithmetic		X	X	X	X	X	X	X	

GEOMETRY AND MEASUREMENT SKILLS

*Rounds measurements to nearest given unit of the measuring device used			X	X		X	X	X	
*Calculates distance	X		X	X		X	X	X	
*Calculates areas			X	X		X	X	X	
*Calculates volumes			X				X	X	
*Identifies relationships between angle measures			X	X		X	X	X	
*Classifies simple plane figures by recognizing their properties	X		X	X			X	X	
*Recognizes similar triangles and their properties	X		X	X		X	X	X	
*Identifies appropriate types of measurement of geometric objects	X		X	X		X	X	X	
Infers formulas for measuring geometric figures	X		X	X			X	X	
Selects applicable formulas for computing measures of geometric figures	X		X	X		X	X	X	
*Solves real world problems involving perimeters, areas and volumes of geometric figures	X	X	X	X		X	X	X	
*Solves real-world problems involving the Pythagorean property	X		X	X		X	X	X	

ALGEBRA SKILLS

*Adds and subtracts rational numbers	X	X	X	X	X	X	X	X	
*Multiplies and divides real numbers	X	X	X	X	X	X	X	X	X
*Applies the order-of-operations agreement to computation involving numbers and variables	X	X	X	X	X	X	X	X	X
*Uses scientific notations in calculations involving very large numbers or very small measurements.	X	X	X		X	X		X	
*Solves linear equations and inequalities	X	X	X	X	X	X	X	X	X
*Uses given formulas to compute results when geometric measurements are not involved	X	X	X	X	X	X		X	
*Finds particular values of a function	X	X	X	X	X	X		X	
*Factors a quadratic expression	X	X	X	X	X	X		X	
*Finds the roots of a quadratic equation	X	X	X	X	X	X		X	
*Solves a system of two linear equations in two unknowns	X	X	X	X	X	X		X	
*Uses properties of operations correctly	X	X	X	X	X	X	X	X	
Determines whether a particular number is among the solutions of a given equation or inequality	X	X	X	X	X	X		X	
*Recognizes statements and conditions of proportionality and variation	X	X	X	X	X	X	X	X	
*Identifies regions of the coordinate plane which correspond to specific conditions, and vice versa	X	X	X		X	X	X	X	
*Use applicable proper ties to select equivalent equations and inequalities	X	X	X	X	X	X	X	X	X
*Solves real-world problems involving use of variables, aside from commonly used geometric formulas	X	X	X	X	X	X		X	X
*Solves problems that involve the structure and logic of algebra	X	X	X	X	X	X		X	X

STATISTICS SKILLS, INCLUDING PROBABILITY

*Identifies information contained in bar, line and circle graphs			X			X	X		X
*Determines the mean, median and mode of a set of numbers			X			X	X		X
*Uses the fundamental counting principle		X	X		X	X	X		
*Recognizes properties and interrelationships among the mean, median and mode in a variety of distributions			X			X	X		X
*Chooses the most appropriate procedures for selecting an unbiased sample from a target population			X			X			
*Identifies the probability of a specific outcome in an experiment			X		X	X	X		X
*Infers relations and makes accurate predictions from studying statistical data			X			X	X		X
*Interprets real-world data involving frequency and cumulative frequency tables			X			X			X
*Solves real-world problems involving probabilities			X		X	X	X		X

LOGICAL REASONING SKILLS

*Deduces facts of set-inclusion and non-inclusion from a diagram

*Draws logical conclusions from data

*Draws logical conclusions when facts warrant them

MAT 1033	MAC 1102	MGF 1113	MAC 1114	MAC 1140	MAC 2132	MAE 2810	MAC 2311	STA 2040
		X						
		X						
	X	X						

Communication Skills

CLAST skills are required in these broad categories:

READING

The student:

*Recognizes main ideas in a given passage

*Identifies supporting details

*Determines meanings of words on the basis of context

*Recognizes stated relationships between words, sentences, and ideas

*Recognizes the author's purpose

*Distinguishes between statements of fact and statements of opinion

*Detects bias and prejudice

*Recognizes author's tone

*Perceives implicit as well as explicit relationships between words, sentences and ideas

*Recognizes valid arguments and draws logical inferences and conclusions

ENC 1101	ENC 1102	SPC 1010
X	X	
X	X	
X	X	
X	X	
X	X	
X	X	
X	X	
X	X	
X	X	
X	X	

LISTENING

The student:

*Recognizes main ideas

*Identifies supporting details

*Recognizes explicit relationships among ideas

*Recalls basic ideas and facts

*Perceives the speaker's purpose and organization of ideas and information

*Discriminates between statements of fact and statements of opinion

*Distinguishes between emotional and logical arguments

*Detects bias and prejudice

*Recognizes the speaker's attitude

*Synthesizes and evaluates by drawing logical inference and conclusions

*Recalls the implications and arguments

		X
		X
		X
		X
		X
		X
		X
		X
		X
		X
		X

WRITING

The student:

*Selects a subject which lends itself to expository writing

*Determines the purpose for writing

*Limits the subject to a topic which can be developed adequately with the requirements of time, purpose and audience

*Formulates a thesis statement which reflects the purpose

*Develops a thesis statement

*Demonstrates effective word choice

*Employs conventional sentence structure

*Employs effective sentence structure

*Observes the convention of standard American English grammar and usage

*Uses standard practice for spelling punctuation and capitalization

*Revises, edits and proofreads units of written discourse to assure clarity, consistency, and conformity to the conventions of standard American English.

X	X	
X	X	
X	X	
X	X	
X	X	
X	X	
X	X	
X	X	
X	X	
X	X	
X	X	

SPEAKING

The student:

*Determines the purpose of the oral discourse

*Chooses a topic and restricts it according to purpose

*Fulfills the purpose of the discourse

*Employs vocal variety in rate, pitch and intensity

*Articulates clearly

*Employs the level of American English appropriate to the designated audience

*Demonstrates nonverbal behavior which supports the verbal message

		X
		X
		X
		X
		X
		X
		X

Accelerated Programs

The "Accelerated Programs" cluster represents a variety of different programs in which students may earn college credit through non-traditional methods. Most of the accelerated programs offered at Edison serve only eligible high school students. However, the CLEP program is available to all students.

I. CLEP

Edison Community College participates in the College Level Examination Program offered by the College Entrance Examination Board, and grants credit for satisfactory scores in four of the five general examinations and selected subject matter examinations. Acceptance of CLEP tests and scores are subject to change without notice.

The following CLEP examinations are available at Edison:

GENERAL EXAMS	MINIMUM PASSING SCORE	CREDITS AWARDED	CREDIT IN
English Comp. or			
English Comp. W/Essay	None	None	None
Humanities	490	3	Humanities Elective
Mathematics	500	4	MGF 1113
Natural Sciences (Elective credit only)			
Biology/Physical Sci.	490	6	BSC 1010/ISC 1001
Social Science & History	490	3	SYG 1010
SUBJECT EXAMS			
HISTORY AND SOCIAL SCIENCES			
American Government	50	3	POS 2041
American History I	49	3	AMH 2010
American History II	49	3	AMH 2020
General Psychology	50	3	PSY 2013
Human Growth & Development	51	3	DEP 2004
Educational Psychology	49	3	EDP 2002
Economics I	50	3	ECO 2013
Economics II	50	3	ECO 2023
Intro Sociology	50	3	SYG 1000
World Civilization I	50	3	WOH 1012
World Civilization II	48	3	WOH 1030
FOREIGN LANGUAGES			
College French	42	6	FRE 1120-1121
	50	12	FRE 2200-2201
College German	43	6	GER 1120-1121
	55	12	GER 2200-2201
College Spanish	45	6	SPN 1120-1121
	55	12	SPN 2200-2201
COMPOSITION & LITERATURE			
American Literature	50	6	AML 2011-2022
Analysis of Literature	—	None	—
English Literature	49	6	ENL 2011-2021
Freshman College Comp	—	None	—
SCIENCE & MATH			
Calculus	49	6	MAC 2311-2312
College Algebra	47	3	MAC 1140
Trigonometry	54	3	MAC 1114
College Algebra-Trigonometry	50	3	MAC 2132
General Biology	49	6	BSC 1010-1011
General Chemistry	50	6	CHM 2045-2046
BUSINESS			
Info Systems & Computer Applications	49	3	CGS 1000
Prin. of Management	—	None	—
Intro Accounting	50	6	ACG 1001-2011
Intro Business Law	51	3	BUL 2241
Intro Marketing	50	3	MAR 2011
			(AS only)

The effect of State Board of Education Rule 6A-10.030 on the use of the College Level Examination Program at Edison Community College is to disallow the use of CLEP to earn credit in any English Composition courses which count toward graduation requirements. Students who have completed higher levels of mathematics courses in high schools may seek CLEP credit for not more than three credits of mathematics.

Credit earned on the CLEP for Humanities may be used as the second course in the general education Humanities requirement, but not for HUM 2210, 2230 or 2930; credit earned through CLEP will not count in fulfilling a writing intensive course requirement. CLEP credit may not be used for grade forgiveness. CLEP credit is not granted if the course has already been taken. CLEP credit for DEP 2004, Human Growth and Development, is not accepted by the Edison Nursing Program.

II. Advanced Placement

In order to provide greater flexibility and opportunity for high school students to proceed with their education, Edison Community College participates in a state-wide program of advanced placement with local high schools. The following policy will apply to Edison Community College Advanced Placement Program:

- Educational Testing Service scores of 5, 4, and 3 will be accepted for credit, such credit to be assigned by the Admissions Officer in terms of the entrance policies of Edison Community College.
- State institutions will accept some placement credit for ETS scores of 5, 4, and 3 included in transcripts from Edison Community College. The student should contact the anticipated transfer institution for verification of acceptance prior to taking the examinations.

The following advanced placement exams earn Edison credit as indicated:

EXAM	SCORES	COURSES	CREDIT	REMARKS
American History	5-3	AMH 2010-20	6	
Biology	5-3	BSC 1010-11	6	elective credit only
Chemistry	5-3	CHM 2045-46	6	elective credit only
Economics I (Macro)	5-3	ECO 2013	3	
Economics II (Micro)	5-3	ECO 2023	3	
English Literature & Comp I	5-3	ENC 1101	3	
English Language & Comp II	5-3	ENC 1102	3	
European History	5-3	WOH 1012-30	6	
French Language	5-3	FRE 1120-21	6	
		FRE 2200-01	6	
German Language	5-3	GER 1120-21	6	
		GER 2200-01	6	
Government & Politics	5-3	POS 2041	3	
History of Art I & II	5-3	ARH 1050-51	6	
Music History and Appreciation	5-3	MUL 1110	3	
Music Theory	5-3	MUT 1111/MUT 1241	4	
Physics B	5-3	PHY 1053-54	6	Elective credit only
Physics C	5-3	PHY 2048-49	6	Elective credit only
Spanish Language	5-3	SPN 1120-21	6	
		SPN 2200-01	6	
Studio Art Portfolio	5-3	ART 1300C	3	
Calculus AB	5-3	MAC 2311	4	

III. ACCELERATED PROGRAMS FOR HIGH SCHOOL STUDENTS:

Dual Enrollment and Other Accelerated Studies

A. Part-Time Dual Enrollment

High school seniors in Florida who have maintained a 3.0 academic average (or juniors who have maintained a 3.5 GPA), and demonstrate an ability and readiness for college level work may, with the approval of the district school superintendent or designee, enroll for courses which carry credit toward high school graduation as well as college.

These courses may be held on the high school campus or the college campus. Readiness for college level work is determined through scores earned on one of the following entrance examinations which are required prior to dual enrollment: ACT, SAT, or FCELP.

Each county (and many private schools) has a separate Dual Enrollment contract with Edison. See your high school counselor for details.

Dual enrollment students work closely with their high school guidance counselors to see that the following requirements are met.

1. Testing prior to admission: SAT or ACT are preferred; FCELPT is allowed.
2. 3.0 GPA for seniors and Collier County juniors; 3.5 GPA for all other juniors.
3. High school principal or designee must sign the dual enrollment form, listing the courses students should take (from approved list).
4. Admit, attend orientation and register at one of Edison's three campuses.
5. If the class is offered at the high school, admit and register in class.

B. Other Accelerated Studies

Students with demonstrated ability may be admitted part-time or in summer school by arrangements with their high school principal and counselor. A letter from the high school principal or designee must be submitted **each session**, specifying the areas in which the student has demonstrated ability and the courses the student is to take at Edison. Testing is required for English composition and math courses. The student is responsible for payment of fees and books.

C. Early Admissions: Full-time Dual Enrollment/Other Accelerated Studies

Early Admissions consists of:

1. Full-time Dual Enrollment
2. A combination of Dual Enrollment and other Accelerated Studies which equal 12 credit hours or more.

Edison Community College subscribes to a policy of early admission. The following must accompany the Edison Application for Admission:

1. A letter from the high school principal and counselor or designee containing:
 - a recommendation for full-time early admission and a list of approved other Accelerated courses, if appropriate.
 - designations of courses which the student needs for high school graduation.

2. Appropriate completed Dual Enrollment forms listing school board approved courses for which the student may register. These courses must apply toward high school graduation. (Note: Course descriptions will be provided by the Director of Admissions as requested).

The applicant must complete testing and orientation prior to registering for classes. **All** early admissions students must achieve the state minimum cut off scores on all appropriate subtests of the college entry placement test. It is preferred that students present ACT or SAT scores at the time of application. If the student must be tested by Edison, the entire FCELPT will be administered. (Dual Enrollment/Early Admission students who use the FCELPT to establish their status may re-test one additional time on the FCELPT once they have graduated from high school, if they choose not to use their SAT or ACT scores for entrance to Edison). A hold will be placed on the application for early admission until it is determined that required test scores are achieved. No high school student will be placed in college preparatory classes or Health and Wellness for dual enrollment credit.

Next, the applicant is interviewed and approved for admission by the Director of Admissions or designee. An Edison advisor will assist the student in selecting the schedule of classes based on the courses recommended by the high school principal or counselor. If the principal or counselor indicates that a student has completed all high school credits except for electives, the Edison advisor will be able to provide a schedule of classes.

- Tuition is waived for students earning early admission and dual enrollment credit. Textbooks are available at Edison or the high school. Check with a counselor/advisor for information.

Graduation Requirements

Beginning with the 1996-97 academic year, students are no longer required to register for graduation. Graduation is processed automatically for all eligible students. Degree notations will be posted to the online student transcript and diplomas will be sent to the graduate's last known address. If returned, they will be retained as permanent records in the Student Records Vault until claimed by the students.

Any students whose degree requirements were met in a previous term will be graduated in the term in which the evaluation takes place. Petitions for backdated or delayed graduation will be reviewed on an individual basis.

Any student who has 45 credit hours or more and is not enrolled in a Fall or Spring term will be contacted by mail to encourage completion of degree requirements. Any student who has met all Associate in Arts Degree requirements except CLAST will be contacted by mail to encourage completion and to request that they have their CLAST scores sent to this college.

In order to receive either the AA or the AS degree, students must satisfy requirements for that degree, and must accomplish the following additional requirements:

1. Register in the final session of attendance for any courses not previously completed which are necessary to satisfy degree requirements. Students may participate in graduation ceremonies who have previously completed requirements during the current academic year, or who are registered for the Spring Session graduation, or are within eight hours of completion in the Summer A session.
2. Achieve a cumulative overall GPA of 2.0 in all courses undertaken (for students who have transferred to Edison, this includes courses taken elsewhere).
3. Fulfill all financial obligations to the College and meet all deadlines pertaining to graduation.
4. Complete successfully fifteen credit hours of course work at Edison Community College.

EXCEPTION: *Students who have completed forty-five credit hours or more in residence at Edison Community College, may petition the College administration to complete the remaining hours required for graduation at another regionally accredited community college or university.*

5. Students may graduate from Edison under the requirements of a catalog in effect during any one of the five years after their first term of enrollment, whichever is to the students' advantage. If the degree requirements are not completed during the five calendar years allotted, students must graduate in accordance with the regulations of the catalog in effect when they are to receive the degree. An Edison student who has not been enrolled for four calendar years or more shall be treated as a new enrollment for purposes of meeting these requirements.

Associate in Science Degree (AS)

This degree is job-preparatory. In order to receive the degree students must complete the specific hours of course work delineated for that particular AS program in the Edison Community College *Catalog*. General education requirements may vary with each technical program leading to the A.S. degree, as do the total hours in each program. Students completing Associate in Science degrees who expect to transfer to a unit of the Florida State University System are required to complete the College Level Academic Skills Test (CLAST) prior to final acceptance into upper division at the university. Students may also be required by a university to complete program prerequisite classes.

Certificate (C)

Currently, Edison offers three certificates; the Business Systems Specialist Certificate, the Emergency Medical Services Technology (Paramedic) Certificate, and the Small Business Management Certificate.

Associate in Arts Degree (AA)

In cooperation with the twenty-seven other public community colleges in Florida, Edison Community College confers the AA degree as its transfer degree. In order to receive the AA degree, students must earn sixty total credit hours as follows:

1. Thirty-six hours in general education courses (in selecting these hours, the students must follow the general education course guide contained in this Edison Community College *Catalog*); and
2. Twenty-four credit hours in electives.
3. Students may elect to take up to six hours of health and wellness courses as elective credit toward graduation. Students are cautioned that such credits will transfer to Florida universities only to the degree that the individual university will accept them. Those students who are pre-majors in health and wellness or physical education subject areas may elect to take as many courses as their educational plan will permit. Students should consult with their advisor as to which classes will transfer and to which college or university.
4. Honors and High Honors are recognized at the annual graduation ceremony and are noted on the College diploma. The Cumulative Grade Point Average (GPA) is used to identify graduation with Honors or High Honors as follows: Honors, 3.50 to 3.99 Cumulative GPA; High Honors, 4.00 Cumulative GPA.
5. Students who do not meet any of the exemption criteria must register for the GRD 1000 to take the College Level Academic Skills Test (CLAST) prescribed in State Board of Education Rules, and attain the appropriate scores prescribed. **Students no longer must take**

and pass the pre-CLAST exam. To help students prepare, students should check with Learning Assistance to make arrangements to take a practice CLAST. Students should check with the counseling center regarding passing score information for CLAST. Passing scores for retakes will be determined by the standards in effect at the time of the initial CLAST testing. The exemption criteria are as follows:

- 1) Achieve a score that meets or exceed the following:
 - a) SAT - R 500 Verbal - exempt the English Language Skills subtest, the essay, and the reading subtest
 - b) SAT - R 500 Computation - exempt the mathematics subtest
 - c) ACT - Enhanced 21 Reading - exempt the reading subtest
 - d) ACT - Enhanced 21 English - exempt the English Language Skills subtest and essay
 - e) ACT - Enhanced 21 Mathematics - exempt the mathematics subtest
- 2) Achieve a:
 - a) 3.0 GPA on a 4.0 scale, in 4 units comprised of courses from the English Course Requirements from the list of courses required for admission to the state universities.

- b) 3.0 GPA on a 4.0 scale, in 3 units comprised of courses from the Mathematics Course Requirements from the list of courses required for admissions to state universities.
 - 3) Achieve a:
 - a) 2.5 GPA in two courses (a minimum of 6 semester hours) from the following courses: ENC 1101 and ENC 1102 or other equivalent college level English course to exempt the English Language Skills subtest, the essay, and the reading subtest.
 - b) 2.5 GPA in two courses (a minimum of 6 semester hours) through one the following options:
 - 1) MAC 1102 or any other MAC course with the last three digits higher than 102
AND
MGF 1113
OR
STA 2040
 - c) Both of the following:
MGF 1113
MAC 1102

Please note: College Preparatory rules are subject to change due to recent Florida laws not yet fully implemented.



Honors Scholar Program

Edison Community College offers qualified, highly motivated students an enriched, challenging program of study through the Honors Scholar Program. Honors courses offer innovative approaches to learning which focus on the individual student, and emphasize active discussion and independent thinking. Faculty are selected for their expertise and interest in helping students. Scholarships and performance-based financial assistance provide economic support for the students who participate.

Requirements for Admission

Students must be AA Degree-seeking and are required to complete an application and meet at least three of the following criteria:

1. achieve a composite score of 25 on the ACT, a combined score of 1100 on the SAT, or scores of 100 on the FCELPT sub-tests;
2. earn a high school G.P.A. of 3.2 or ranking in the top 10% of one's high school class; or earn a G.P.A. of 3.2 for at least 12 hours of Edison course work;
3. provide teacher recommendations;
4. show special abilities or talents through portfolios, projects, auditions, etc;
5. complete two Honors courses earning not less than a grade of B in each; and an interview with and acceptance by the Honors Scholar Program Committee. Completed applications must be received six weeks prior to the term in which the student wishes to begin participation in the program.

Financial Assistance

Edison Community College is eager to assist the highly motivated and achieving students who participate in the Honors Scholar Program. Students are encouraged to apply for merit scholarship. Fee waivers and book scholarships for Honors courses are provided to HSP-admitted students who maintain a 3.0 GPA each semester and complete not less than six hours per semester. Funds permitting, free tuition and books for all classes leading to the AA Degree are provided to students after they successfully complete thirty hours in the Honors Scholar Program. Additionally, Edison offers scholarships, grants, loans and employment to assist students in furthering their education.

Program Requirements

Edison Honors Scholars must complete a minimum of twelve hours in Honors courses as part of their AA program. Honors classes must be chosen from at least two of three academic areas: Basic Sciences, Social Sciences and Humanities. Library Skills (LIS 1001, 1 credit hour) must be taken before or concurrently with an Honors Thesis Project. Honors Scholars must enroll for an Honors Thesis

Project (three hours of elective credit) and successfully complete an approved project under the supervision of a faculty member. Additional requirements not summarized here also apply.

Benefits

Edison Honors Scholars receive the enriched educational experience that students with high ability and motivation often seek. Participation in this superior educational experience provides for intellectual development, builds character and promotes enthusiasm for lifelong learning. The completion of the Edison Honors Scholar Program is recorded on students' transcripts and diplomas receive a special embossed designation. Honors and High Honors are recognized at the annual graduation ceremony. The Cumulative Grade Point Average (GPA) is used to identify graduation with Honors or High Honors as follows:

Honors	3.50 to 3.99 Cumulative GPA
High Honors	4.00 Cumulative GPA

Contact Person

For an application for admission to Edison's Honors Scholar Program, or for more information, contact the Honors Program Coordinator at (941)489-9478.





**STUDENT SERVICES
AND
FLORIDA LAWS
REGULATING STUDENT
STANDARDS**

Student Services

Counseling Services

The Counseling staffs at the Charlotte, Collier and Lee County Campuses are professional personnel who provide short term personal counseling for students who find their academic or vocational progress hindered by concerns of a personal, social or emotional nature. Individual and group assistance is available directly or by referral to responsible on-campus or off-campus sources.

The counseling staff is available to assist students with a variety of concerns including academic advisement, choice of major, career options, work and professional preparation, transfer to four year institutions, general education requirements, catalog interpretation, withdrawal from College, and test interpretation.

Group and individual assistance in career evaluation and planning is available through the Counseling Department. Counselors will help students achieve self-direction in career decision-making and planning through use of a career assessment inventory which includes an interest survey and a personality questionnaire. CHOICES, a computer-directed career program, is also available to assist with career and educational information. Students may also refer to materials containing occupational and vocational information, which are available in the Counseling areas, the Career Placement Center, or the Learning Resource Center

Career Planning Information

The College provides help for career planning in the following ways:

- Information in the Counseling Centers and in the Learning Resources Reference Departments
- Job listings on the campuses
- Career Resource Center (Lee Campus) which has a collection of materials available for students to borrow.

Students interested in career planning and seeking employment should visit these areas. Testing to assist in career exploration is available in the Counseling Center on your campus.

Testing/Assessment Services

Testing is considered an essential part of the College program.

Entry placement testing and orientation are required of all degree seeking students, early admission students, dual enrollment students, and veterans. Non degree-seeking students planning to take English and mathematics must also be tested. Edison currently uses the Florida College Entry-Level Placement Test (FCELPT) as its entry placement test. The FCELPT includes sub-tests of sentence skills, reading comprehension, arithmetic, and algebra.

Edison also accepts scores for the SAT, SAT-R, and ACT-Enhanced taken within the previous two years. The FCELPT may only be taken one time. Students with documented disabilities should contact the Assessment Center at least seventy-two hours in advance if special arrangements are needed.

The results of the entry placement testing are used to evaluate the student's readiness for College level work, or the need for college preparatory classes, and to help the student plan a program of studies.

Other testing services provided by the Counseling Center, Lee County Campus, include: the College Level Examination Program (CLEP), a nationally developed program for acquiring college credit by examination; The College Level Academic Skills Test (CLAST), a test of college-level communication and computation skills. This may be taken after completing ENC 1101 and 1102, one college level Math class, and 18 credit hours.

Students may get more information about testing and orientation requirements by contacting the Counseling Offices on each campus.

Orientation

Orientation is a one-and-one-half hour seminar that provides an overview of Edison and the admissions process. All prospective students are encouraged to attend this brief introductory session in order to ensure a smooth transition into college life at Edison. Knowledgeable professionals are present to provide pertinent information and answer students' questions. Orientation is **REQUIRED** for students enrolling in the following categories:

- Degree Seeking
- Early Admission
- Dual Enrollment (taking class on campus)
- Veterans

Educational Advisement

Following orientation and entry placement testing, each degree seeking student meets with an advising specialist or counselor who is familiar with the College programs and will assist in the following.

1. Designing an educational plan to accomplish the objective desired by the student.
2. Understanding the General Education Program of the College;
3. Selecting courses for long-range educational goals;
4. Explaining the work of the several administrative and Student Services offices within the College.
5. Resolving difficulties encountered by the student in understanding educational programs and transfer requirements.

Student Success

To encourage positive and productive educational experiences we strongly recommend that all first time in college students who are undecided about their education or career goals, or returning adult students who want to enhance their college survival skills enroll in *SLS 1101, College Success Skills*, a three credit hour elective course.

All first time in college students who are required to take one or more Learning Assistance Courses are encouraged to enroll in *REA 1620, Special Studies Skills course*.

Students concerned about improving their reading speed, comprehension, and vocabulary should enroll in *REA 1105, College Reading Techniques*.

University Transfer

Students who plan to transfer to a senior institution after graduation from Edison Community College are encouraged to consult with an advisor concerning transfer requirements. Students also should obtain a catalog and a list of the requirements from the institution they expect to attend. A file of catalogs from various colleges and universities is available in the Counseling Office or Learning Resource Center. Students anticipating transfer should begin a preliminary application to the college of their choice in the Fall session of the sophomore year.

Student Support Services

The Student Support Services Program is funded by the U.S. Department of Education. This program is designed for students whose parents did not graduate from a four-year college/university and/or whose family income may hinder them from remaining in college without financial assistance. Students must have an academic need. A potential Student Support Services student must be degree-seeking and enrolled at Edison. The student must be a citizen or a permanent resident of the U.S., or a permanent resident of a Trust Territory of the U.S.

Student Support Services assists selected, qualified students with:

- Reaching their educational goals
- Strategies for remaining in school
- Retention
- Graduation and transfer to a university
- Scholarships
- Tuition Fee Waivers

Students are provided the opportunity to participate in:

- Cultural and educational activities
- Personal, academic, financial and career counseling
- Workshops on relevant topics
- Tutoring
- Peer Mentoring

Applied Technology Coordinator for AS/CT Disabled Students

Associate in Science and Certificate Programs:

The Applied Technology Coordinator for Disabled Students provides vocational and academic advisement to disabled students enrolled in Associate in Science and Certificate Programs to meet their goals at Edison Community College and enter the job market. Other related services include career and academic advisement, intake advisement, providing special accommodation forms, outreach services, networking between the College and other agencies plus providing direction for program selection and career opportunities through vocational education.

Disabled Student Advisor for AA Degree Seeking Students

Associate in Arts Program

The AA Disabled Student Advisor provides assistance to students with disabilities enrolled in Associate in Arts Programs. The AA Advisor also prepares special accommodation forms, assists with academic advisement and provides other support services as needed in an effort to enhance the achievement of the students' educational goals.

Auxiliary Aids Program:

This program provides direct services to students with disabilities such as note taking, test proctoring, reading, tutorial assistance plus purchase of specialized equipment for student use.

Single Parent/Displaced Homemaker/Single Pregnant Woman Program Coordinator

Single parents, displaced homemakers and single pregnant women who are in need of training or retraining can obtain an AS degree or certificate in one of numerous vocational fields. Information and outreach is extended to women and men concerning vocational educational, or employment opportunities in careers as skilled workers in technical fields and emerging occupations. Individuals who are now responsible for their livelihood due to divorce, separation, death or disability of a spouse may be eligible. The Coordinator is responsible for evaluating the student's qualifications and needs as well as providing direction for program choice, class selection and other College services. These services may include tuition waivers, book purchases or loans, child care assistance, and transportation reimbursement for students in their vocational core courses. The coordinator recruits additional students through outreach to community agencies and schools.

Student Development

Student Development activities are an important facet of Edison Community College. Many array of clubs and organizations provide for a wide range of interests. Check with the Office of Student Development for programs/clubs of interest to you. Campus organizations are chartered by the Student Government Association and work with the cooperation and approval of the College faculty, advisors, and administration. A calendar of activities is kept in the Student Activities Office at each campus. Activity dates and times are coordinated to minimize conflicts. Special programs are posted on campus bulletin boards.

Student Identification

Your **schedule and fee receipt** obtained in the Registration Office serve as your official student I.D. This student identification will admit you to SGA-sponsored events and Edison athletic competitions; on rare occasions an additional charge may be required for a student event or one which is not under SGA sponsorship, but even then the student identification may entitle students to a discount. This identification may qualify students to discounts at area theatres and businesses. **Carry your schedule and fee receipt with you at all times.**

Telephones for Students

A number of pay telephones are located on each campus for student use. College office telephones are for official business. The College switchboard (941) 489-9300 or (800) 749-2ECC, is open Mondays through Thursdays from 7:30 am until 9:00 pm, and Fridays from 7:30 am until 5:00 pm. TDD (Telecommunication Devices for the Deaf): 489-9093.

Emergencies: Public Safety:

Lee County Campus	489-9203
Collier County Campus	732-3712
Charlotte County Campus	639-8327

Career Resource Center — Employment Opportunities

The Career Resource Center offers information and provides full and part-time job opportunities for Edison students and graduates free of charge. The Center provides updated files on a variety of careers as well as a lending library of career information books and guides. Students seeking full or part-time employment should visit the Career Resource Center to look over the job boards where openings are posted.

Students seeking part-time employment on campus should check with the Financial Aid Office or the Human Resources Department. Work study positions both on and off campus are arranged through the Financial Aid office. When considering work opportunities, please remember that

attending college is a full-time job. Students enrolled for a full course load should probably work no more than 20 hours per week.

Fine Arts Programs

Music, theatre and the visual arts constitute a significant and visible part of the Edison academic program. Courses in these disciplines are offered throughout the year. Faculty and student recitals provide an opportunity to hear a wide range of music performed by accomplished musicians. The Edison Wind Ensemble, Orchestra, and the Jazz Ensemble present numerous concerts each year, many featuring guest artists at minimal or no charge to students. The College Choir presents several varying programs during each session both on and off campus. Edison students present their work each year in two student art shows.

The ECC theatre program welcomes students as well as community members to its facilities at the William Frizzell Center of the Lee County Alliance of the Arts at the corner of McGregor and Colonial Boulevards in Fort Myers. Performances, staged twice a year, include comedy, musicals, and serious drama. Students who participate in the program may be eligible for tuition waivers.

The **Gallery of Fine Art** presents exhibitions by internationally known traditional and contemporary artists during the entire year. The Gallery is located in Humanities Hall on the Lee County Campus.

The Gallery staff also arranges exhibitions for regional and local artists which are presented in the Barbara B. Mann Hall. Films, lectures and workshops to complement the exhibitions are free and open to the public. Artistic exhibitions are also featured in the Learning Resources Center on the Collier County Campus.

The **Barbara B. Mann Performing Arts Hall** opened in January of 1986. The Hall seats 1,777 and features state-of-the-art sound and lighting systems. Hosting Broadway touring companies and professional music and dance ensembles, as well as community productions and College activities, the Hall is an asset to both the College and the community.

Athletics

The Edison Community College "Buccaneers" are the College's athletic teams. Edison teams participate in regional state competitions in the Southern Conference of the Florida Community College Activities Association and Region 8 of the National Junior College Athletic Association (NJCAA). To be eligible to compete in inter-collegiate sports, students must be enrolled full time. A limited number of scholarships are available for both men and women participating in athletics. Scholarships are awarded annually. Currently, Edison has a men's baseball and a women's

fast-pitch softball team. Edison students compete with teams from other Florida community colleges and freshmen teams from state and private universities.

Minority Student Services

Edison Community College supports the rich cultural diversity represented by its students body, and actively seeks mean of recruiting and retaining minorities. To assist students through every aspect of College life, the Coordinator of Minority Student Services maintains an office in Robinson Hall. His telephone number is 941-489-9338. Annual multicultural events of interest to minority students include the Lee County Brain Bowl competition, College Knowledge, Financial Aid workshops, discussion groups on diversity issues, minority mentor programs, and the celebration of Black History Month.

Student Activities

Your student activity fees finance a number of social and cultural activities designed to enrich the College experience. Events are free for students, staff and their guests, and everyone is encouraged to participate. Activities include leadership development workshops, lectures, recreational events, and student organization advisement.

A student activities calendar published each month details events, test dates, deadlines and athletic events.

Student Organizations

Club activities abound at Edison Community College, providing a variety of ways to serve others while enhancing your leadership skills. For information, contact the Student Activities office on the ground floor of Robinson Hall on the Lee County campus; the Student Activities building on the Charlotte campus; and in Building D on the Collier County Campus.

For officers in College clubs, Student Activities sponsors a weekend Leadership retreat each Fall.

Get involved by joining one of the following clubs:

African-American Student Association - Lee

The primary objective for this organization is to encourage African American students to reach their full potential academically. The Association emphasizes academic excellence, cultural appreciation and social interaction.

Art Club - Lee

This group of students share their artistic talents with the rest of the campus. The Art Club hosts student art exhibits, paints faces at BUC FEST, takes field trips, etc.

Black Student Union - Charlotte

BSU strives to encourage high educational goals among black students and emphasizes self-respect and respect for others. BSU provides the campus and community with special activities and events throughout the year, particularly their annual Fall Culturama and Spring Show.

Campus Activity Board - Lee

CAB is composed of students representing various ages, ethnicity, and interests. They unite to develop educational and social programs/activities. They work closely with the Student Activities Specialist to assist in planning major campus events.

Chess Club - Lee

Students in the Chess Club are serious about competition. They can be found all over campus with a board in hand. Students participate in weekly campus games and community competitions.

Committee of 20 - Lee

The Committee of 20 is a group of 20 students who are selected each year to serve as official College hosts and hostesses throughout the year. Selection is made on the basis of leadership, scholastic achievements, and service to the College.

Creative Writers' Guild - Lee

This relatively new club has a different angle. Students are encouraged to write their own poems and short stories which they later share with each other in club meetings. The group often compiles their creative work in a publication for distribution.

Criminal Justice Club - Lee

This aspiring group of criminologists take field trips to prisons and morgues, as well as hosting various speakers from corrections, probation, parole, and law enforcement. Anyone with an interest in criminology is welcome to join.

Delta Psi Omega - Lee

A nationally recognized fraternity for students majoring in theatre. They work on a variety of plays throughout the year, as well as attend workshops and conferences to master their art.

Dental Hygiene Club - Lee

People involved in this club are students in the Dental Hygienist Program. They work together as a class on a number of different activities that enhance their educational and social development.

Drama Club - Collier

The Drama Club is composed of students who have an interest in the fine arts from production to performance. Membership is open to all students, especially those enrolled in theatre classes. The club typically has two to four performances a year.

Edison Guiding Lights Program - Lee, Charlotte, Collier

The Edison Guiding Lights (EGLs) are a select group of student leaders chosen to serve as student assistants in the Office of Student Development. The EGLs operate the district-wide Information Center and assist in the recruitment and retention of Edison Community College students. Selection is based on leadership qualities, scholastic achievement, and the ability to positively represent Edison Community College to students, parents, visitors, staff, faculty and other College constituencies.

International Club - Lee

International students and native students are invited to share cultures through social and educational programs. Meetings typically feature a specific country with presentations and discussions.

Inter Varsity Christian Fellowship - Lee

IVCF promotes Christian values on campus and in personal life. Like other clubs, they are involved with fund-raising for special club activities, and they also sponsor activities such as blood drives on campus.

Multicultural Club - Collier

Students of many different ethnicities have united to uplift their culture, share their differences and engage in educational and social activities.

Native American Cultural Society - Lee

Students of Native American descent unite to celebrate their heritage through awareness weeks, programs and field trips.

Newspaper Club - Collier

Students in this club are involved in all aspects of newspaper production from reporting to editing. They are constantly looking for new recruits who have a love of knowledge and their field of journalism.

Phi Beta Lambda - Charlotte

PBL is the business fraternity organized at the state and national levels. Activities include academic competitions, community service projects and fund-raising. PBL has won several chapter and individual awards at all levels of the organization.

Phi Lambda Alpha - Lee, Charlotte

This is a fraternity for students studying to be legal assistants. These students actively support campus and student activities, in addition to participating in legal assisting workshops.

Phi Theta Kappa - Lee, Collier, Charlotte

Founded in 1918, PTK, the 2 year college National Honor Fraternity, recognizes leadership, scholarship and service. To be invited for membership one must have a 3.0 cumulative GPA, have earned a 3.5 GPA in a Fall or Spring semester, and show interest in serving Edison and the community. Inductions are held in Fall and Spring.

Political Science Association - Collier

Party identification not needed to join the Political Science Association. These students engage in challenging discussion regarding candidates, issues and policies on a regular basis.

Psi Beta - Lee

This is the National Honor Society for psychology students. Academic achievement and psychology career aspirations are just a few of the requirements for membership.

Radiology Club - Lee, Charlotte

The Radiology club members work together to further their knowledge outside of the classroom. They work in hospitals and attend seminars to increase their understanding of radiologic technology.

Respiratory Therapy Club - Lee

Students seeking an AS degree in Respiratory Therapy are invited to join. They are involved in numerous activities related to furthering their education.

Student Nurses Association - Lee

This is part of a nationally recognized organization, NSNA (National Student Nurses Association) with state and regional affiliations. Aspiring nurses participate in this club by sponsoring a variety of fund-raisers and guest speakers. They also assist in campus health fairs by offering their services to participants.

Theta Delta Chi - Lee

This social sorority has a strong interest in supporting members with tutoring, personal development activities and community service. Membership drives are held at the beginning of each semester.

How to Organize a Club at Edison

Students are encouraged to join clubs and to organize associations at Edison for educational, political, social, religious or cultural purposes, as long as they are in keeping with the philosophy and objectives of the College. The College procedure for organizing a campus club is as follows:

1. Secure a petition for organization from the Student Activities Office or Student Government Office.
2. Submit the completed petition, which should include a list of prospective members, a constitution and by-laws, a sponsor and any other information which may be relevant according to the College Catalog.
3. A representative of the proposed group should then submit the approved petition to the Student Government Association's Senate, and the Office of Student Development for approval or disapproval.

Student Government Association and Student Representation

The Student Government Association (SGA) is your voice at Edison Community College. There is a Student Government Association on each of the three campuses. Copies of the SGA constitution may be obtained from the office of the SGA. The SGA serves:

1. To provide a means whereby members of the student body may express themselves.
2. To provide leadership in coordination of activities of the student body for the benefit of the entire College.
3. To act as a service organization for Edison Community College.

The SGA is made up of club appointed Representatives, and elected Senators, who coordinate events, service projects and follow-through on student issues. Representatives confer with their advisor on matters of student interest and concern and promote the general welfare of the student body. All qualified students are invited to participate in SGA by attending meetings and running for office. Students are free, individually and collectively, to express their views on issues of College policy and on matters of general interest to the student body. The Student Government Association provides a means for participation in the formulation and

application of College policy affecting academic and student affairs with the assistance of the SGA Advisor and the Director of Student Development. Proposals for changes in policy, regulations and procedures which affect the student body as a whole are to be directed through the SGA and its advisor or the Director of Student Development.

The right of assembly for students is recognized, providing that student gatherings must not disrupt or interfere with the orderly educational operation of the institution. Such assembly must be in compliance with Florida statutes and College policies and procedures.



General Regulations for Student Development Activities

Academic Standards for Leadership

To hold minor offices in Student Government Association or in student clubs, or publications on campus, students must have a minimum 2.0 GPA for the preceding session and a minimum cumulative 2.0 GPA. Holders of major offices or Executive Board positions, must maintain a 2.5 GPA for the current and cumulative semesters and maintain at least 9 credit hours in the Fall and Spring semesters during their appointment.

Scheduling Meetings, Activities

All clubs and student organizations on the Lee County Campus must secure meeting times and room assignments through the Student Activities Office. On the Charlotte and Collier County Campuses, clubs obtain meeting rooms through the Office of the Provost.

Student Organization Standards

Recognized student organizations at Edison Community College are responsible for maintaining the following standards:

- I. Each organization must have one advisor who is approved by the respective dean or administrator and be a member of the College staff/faculty. No regularly-scheduled meetings of the organization or of its officers may be held without the advisor present. If a special meeting is called, the advisor must be notified far enough in advance so that he or she can be present or arrange for appropriate representation.
- II. Membership in student organizations is limited to students of Edison Community College.
- III. Activities of student groups must be conducted in accordance with city, county, state, federal and College regulations.
- IV. The elected student leaders and staff advisor of the group are the administrative coordinators for the group and must adhere to College regulations.
- V. Clubs must obtain authorization for off-campus trips and/or activities. All paperwork must be completed and submitted to the Office of Student Development at least 2 weeks prior to the trip or event.
 - A. Representatives shall be limited to the number of official voting delegates. The College suggests no more than 15 students per advisor.
 - B. An advisor or proxy must accompany any off-campus trip sponsored by the group. The advisor has the full authority of the College in matters relating to student conduct and student welfare.
- VI. Failure to meet these prescribed standards, or infraction of these regulations may result in:
 - A. Denial of use of College facilities.
 - B. Denial of recognition of the group as an organization.
 - C. Forfeiture of the right to representation in other College organizations such as SGA.
 - D. Forfeiture of the right to representation in the College publications.
 - E. Denial of privileges of some or all Student Development activities for a stated period.
 - F. Forfeiture of the right to function as a group, including forfeiture of charter. If there is a violation of regulations, the student or group may have a hearing, according to the Student Code of Conduct and Responsibility.
 - G. Loss of officer status in organization.

Regulations, Procedures

- I. Definition: A Student Development function is defined as an activity or entertainment, sponsored by a College approved student group, designed to promote growth and development of students.
- II. Approval of Functions: All functions must be approved at least two weeks in advance of the event. The correct procedure is as follows:
 - A. Clear the date on the student activity calendar at the Student Activities Office and with the advisor.
 - B. Obtain an Activity Reservation form from the Student Activities office.
 - C. Present the Activity Reservation form to the advisor and to the Student Development Specialist for approval. Date, location, hours, budget, theme, agreement and signature of the organization's president, advisor and treasurer should be indicated on the form.
 - D. Completed forms must be in the Student Activities office two weeks prior to the event. Upon approval of your request, space, publicity, invitations, and other preparations may be made.
 - E. All publicity must be approved by the club advisor.
 - F. Public Entertainment
 1. Student organizations may hold no entertainment open to the public without the consent of the Student Development Specialist (or designee) and the advisor.
 2. All plans, scripts, librettos, costumes must be approved by the club advisor.

III. Location of Functions

It is acceptable to have an event in any approved place in the five-county College district. A location may be disapproved because of distance, inadequate police protection, inadequate facilities, fire hazards or other reasons determined valid by the Student Development Office and the advisor.

IV. Budgets

Each application for a function must be accompanied by a budget which is approved by the advisor, president and treasurer.

V. Conduct

Organizations assume responsibility for members' and guests' conduct as follows:

- A. Only registered students and their guests may attend College events sponsored by student organizations, unless by special invitation of the group.
- B. Attire should be appropriate for a public event.
- C. Each group should refrain from using decorations, signs and favors considered in poor taste because students represent the College at all times.
- D. Any function sponsored by or held in the name of a recognized student organization must abide by all regulations stated herein, whether that function is held on or off the College campus.
- E. The College expects students to conduct themselves as mature adults, to dress and conduct social events in good taste, and reserves the right at any time to discipline students whose conduct is deemed against College regulations. (See Student Code of Conduct and Responsibility.)
- F. Use or possession of alcohol and/or drugs by a student or advisor during any College sponsored activity is prohibited. Violation of this policy can result in disciplinary action.

VI. Duties as Advisor of a Campus Group

It is important for the advisor, officers and members to discuss their expectations for each other and the group. This will aid in preventing misunderstandings as the year progresses. The agreed-upon expectations should be written and distributed so that all participants are aware that they are accountable for the guidelines. The advisor serves as a resource person and an overseer of administrative details.

- A. **Resource.** Advisors have organizational and community knowledge. Often they have been advisors of one club for quite a while and can share experiences that have occurred over the years. An advisor's professional and business associates, as well as friends in the local community are additional resources for clubs. With the assistance of a club advisor, outside resources can be used as speakers and sources of financial and general support.
- B. **Administrative Details.** Advisors are employees of the College and therefore have critical information regarding College staff, operations, regu-

lations, etc. This can be of great benefit to clubs, especially when dealing with detail-oriented tasks such as purchasing items and traveling to conferences. Most advisors will be familiar with parliamentary procedures, Robert's Rules of Order, minutes, and bookkeeping and can share this knowledge with others in the club.

C. Rights and Responsibilities.

Advisors of clubs at Edison are afforded certain rights and responsibilities.

An advisor has the right to:

1. Receive ample notice of meetings and club functions that require his/her presence
2. Obtain a corporate account credit card through the College for club-related travel expenses
3. Document the behavior of students that are in violation of the Code of Conduct and Responsibility. Discipline students in conjunction with the Director of Student Development.
4. Support club endeavors and voice his/her opinion in matters of the College
5. Make mistakes and/or ask questions.

An advisor has the responsibilities of:

1. Attending all club sponsored functions (including field trips/conferences) or getting a suitable replacement. Club functions will not be considered official without the advisor present and individual members and the club will be held responsible for unofficial acts undertaken in the name of the College and/or club.
2. Ensuring that any club publication is approved by the club advisor.
3. Approving and signing-off on all club expenditures.
4. Keeping abreast of the work and progress of the club.
5. Being a mediator when a problem arises that hinders the club's progress.
6. Empowering students with information (College and community) that will enable them to effectively work together and make progress.
7. Maintaining a club ledger or working closely with the treasurer to maintain records.
8. Checking to see that all officers meet GPA and hours requirements and are not on disciplinary probation.
9. Conferring with newly elected officers to orient them to their responsibilities and the club constitution.
10. Assisting the club president in evaluating the performance of the club and other members.

Remember, an advisor is there to do just that, *advise*. They are first employees of the College and must maintain those responsibilities in addition to personal and

professional development. Students are expected to be responsible for the success of the organization with input from the advisor.

Financial Regulations, Procedures

All financial transactions must be approved by the advisor, president and treasurer of the club. The officers and advisor of a student organization are responsible for seeing that the group observes the financial policies and procedures of the College and has the duty of informing appointees of the purchasing regulations. The treasurer is held responsible for collecting and depositing all funds in the College Cashier's Office within 24 hours. She/he shares with the president and the advisor the responsibility of informing members of financial duties and of proper purchasing procedures. All expenditures from club funds must be approved by the organization, either by budget or by motion, properly seconded and passed by majority vote and signed-off by the advisor, president, and treasurer.

Purchasing Procedures at Edison for Clubs/Organizations

Once a student organization is officially recognized by the College, they are entitled to an account (Fund 6) within the College. These funds are governed by the College's Business Office and are accountable to certain guidelines. *Note:* Student Organization accounts are not interest generating.

I. Accounts and Statements

A club president, treasurer, or advisor need only contact the Student Development Specialist and request that an account be opened for that organization. Once the account number is obtained, it is critical that your organization list the correct account number with 11 place holders-211 and club's name on all budget paperwork (i.e., 5555000000-211). This is particularly important since some account numbers have the same prefix, but different suffix.

Monthly statements for all College accounts are produced in the Business Office on the Lee Campus. These statements are distributed to the budget administrator for the various accounts. Because the statements arrive monthly, it is mandatory that club treasurers and advisors maintain a ledger with all club transactions. The Office of Student Development maintains account ledgers for all clubs district-wide. Club members and advisors may feel free to compare their ledgers with the Office of Student Development's at any time during the year.

The district-wide budget administrator's signature must be on all budget paperwork before it can be approved. In addition to this, the club president, treasurer and advisor must also validate the financial transac-

tion with their signatures. *Note:* The club advisor should be listed as the College contact person for any student organization's order placed with a vendor.

II. Budget Transactions

There are four budget transactions that clubs may use: request for purchase, request for payment, petty cash and deposits.

A. Request for Purchase. The REQUEST FOR PURCHASE FORM can only be submitted for vendors who accept the College's purchase order. If a vendor will not accept a College purchase order, contact the Purchasing Office for the name of a comparable vendor who accepts purchase orders and can provide the services or goods you desire.

REQUEST FOR PURCHASE FORMS may be obtained through Kwik Kopy or the Student Development Specialist. A Request for Purchase form must have specific information on the product or service, vendor (complete with address, phone and fax numbers), and pricing. Signatures of the president, treasurer, and advisor must be on the form authorizing the transaction. Submit the typed form to the Student Development Specialist for approval. If there are sufficient funds to cover the request, the form is forwarded to budget administrator for signature.

Once the PO is received in the Purchasing Office, they will call or fax in your order. Upon receipt of the goods, the organization should examine the order to make sure everything was done correctly. If the goods are delivered as ordered, the organization would then submit an OK TO PAY to Accounts Payable complete with an original receipt, PO (request for purchase) number. In the event that an order is not done correctly, the goods should be returned to the vendor. The vendor will not be paid until you are satisfied with the goods and submit an OK TO PAY to Accounts Payable.

The request for purchase process (1) requires no payment of money up front, (2) makes no payment until the purchaser is satisfied and goods are delivered as promised, and (3) can be quick and efficient through the use of a facsimile. *Note:* Clubs cannot place an order with a vendor without a purchase order number from the Purchasing Office. The REQUEST FOR PURCHASE FORM must be submitted to the Student Development Specialist before the Business Office will begin processing the transaction.

B. Petty Cash. Expenses totaling less than \$25 may be reimbursed immediately through petty cash. Obtain a PETTY CASH FORM from the Student Development Specialist. Secure advisor's, president's and treasurer's and budget administrator's signature, and submit with a receipt attached, to the Cashier for reimbursement.

A copy of the PETTY CASH FORM must be returned to the Student Development Specialist for bookkeeping purposes.

- C. Deposit Memo. Deposits can be made on any campus through the Cashier in a matter of moments. The Student Development Specialist will provide all student organizations with DEPOSIT MEMOS. These may be submitted to the Cashier with cash or checks for deposit into club accounts. Checks must be made out to the student organization and Edison Community College and possess the issuer's social security number (if a student). One copy of the DEPOSIT MEMO will be returned to the student and the other kept at the Cashier's Office for the Office of Student Development.
- D. Request for Payment. The REQUEST FOR PAYMENT form may only be used for travel expenditures. Complete the REQUEST FOR PAYMENT form and submit with supporting documents to the Student Development Specialist. A check is normally ready within 2 weeks. The Business Office will mail the check to the organization or release it to a designee at the Cashier's Office.

IV. Other Budget Processes

- A. Budget Amendment. This is the process used to transfer funds between and within accounts. The BUDGET AMENDMENT FORM is available at Kwik Kopy or through the Cashier on the Collier and Charlotte campuses.

The BUDGET AMENDMENT FORM must be typed, include a detailed explanation of why the funds are being moved, list the receiving and transferring accounts and general ledger codes with the proper amount of money, and signed by the advisor, club president and treasurer. Once all of this has been done, the form is submitted to the Student Development Specialist, who will in turn forward it to the budget administrator.

Student organizations should allow at least three weeks for the transfer of funds to be completed since other signatures are also required. *Note:* Money cannot be transferred from a Fund 2 (SGA, Student Activities, etc.) account to a Fund 6 (club account) and vice versa.

- B. OK to Release Check. Before any money is released from a student organization's (fund six (6) account through a PO or REQUEST FOR PAYMENT an OK TO RELEASE CHECK FROM CLUB ACCOUNT form must be signed by president, treasurer and advisor and submitted to the Student Development Specialist with other budget paperwork.
- C. Kwik Kopy. A group may create its own flyers, programs, etc. and have them duplicated at Kwik Kopy on the Lee County campus. This is a low maintenance service and the printing fees are taken directly from club accounts. A signed WORK

DUPLICATING FORM may be obtained from the Student Development Specialist and taken to Kwik Kopy. The receipt for services should be given to the Student Development Specialist immediately after purchase.

- D. Bookstore. The ECC/USF Bookstore has arranged for all clubs to have "credit cards" from which purchases may be charged directly to the club's account. The Student Development Specialist has all cards and club representatives may sign them out as needed. The card and receipt must be returned immediately after purchase.

The time line for the above mentioned budget transactions is a strict one. All budget paperwork must be submitted to the Student Development Specialist for appropriate signatures. Once approved and signed, the materials are then forwarded to Accounts Payable or Purchasing. Any account that has no financial activity for at least one year is determined to be inactive.

Travel Policies

There are several steps that a student organization must complete before they can travel. Prior planning is the key to a successful, safe and enjoyable off-campus excursion.

I. Paperwork

- A. Travel Authorization Form. Students attending **any** off-campus club sponsored event must sign and submit a College TRAVEL AUTHORIZATION FORM for the trip to be considered official. A TRAVEL AUTHORIZATION FORM should be completed & submitted to the Student Development Specialist prior to departure.

The sections labeled *Traveler Information* & *Travel Authorization* should be completed by the club advisor. Students attending the trip should list their names in the section labeled *Group Travel Expenses*, even if no reimbursements are involved. If students are receiving funds (meal allowance), their signature is needed, as well. The form will remain with the Student Development Specialist until after the trip. If reimbursements of any kind are required, additional sections of the TRAVEL AUTHORIZATION form would be completed and submitted with receipts. (See the Reimbursement Section for more details.)

- B. Code of the Road. The CODE OF THE ROAD sets guidelines for club members on off-campus excursions. All Edison student organizations are responsible for using the CODE OF THE ROAD. It should be read and signed by all trip attendees, then submitted to the Student Development Specialist prior to departure. This form allows the student to receive medical attention, emergency contact, and informs the student that they are still held accountable for adhering to the Student Code of Conduct and Responsibility.

Regardless of how an organization reaches its trip destination, remember, that this is an outside-classroom learning experience that you are allowed to attend. While learning, networking and socializing are all important, certain safety considerations must always be adhered to. *Note:* The Student Development Specialist must have all travel information (hotel site, address, phone #; flight, bus, train #; departure and return dates, student traveler and advisor names, signed CODE OF THE ROAD and TRAVEL AUTHORIZATION forms) prior to departure. In the event of an emergency it is critical that the College be able to contact all trip attendees.

II. Reimbursement

The College uses a TRAVEL AUTHORIZATION FORM for student and staff travel. Should anyone or any organization need reimbursement for hotel, gas, parking, tolls, transportation, etc., this form must be completed and submitted to the Student Development Specialist. Be sure to submit original receipts for all expenditures that will be reimbursed. Make a copy of all receipts for your club treasurer and advisor's records.

Student organizations have two payment options regarding travel expenses. They may elect to (1) pay for the majority of expenses (registration, hotel, rental car) prior to departure and be reimbursed for the rest upon their return *or* (2) charge expenses and settle the expenses after the trip.

- A. Option 1-pay in advance. Student organizations are encouraged to pay for as many expenses as possible before the trip. Expenses for conference registration, hotel, commercial transportation and rental car are paid in advance by submitting REQUEST FOR PURCHASE and TRAVEL AUTHORIZATION forms. The REQUEST FOR PAYMENT form is used to receive payment for gas, tolls, and meals *prior* to the trip. The REQUEST FOR PAYMENT or PURCHASE form should be:

made payable to the sponsoring organization or vendor, indicate the names of students being registered and at what cost for each, and be submitted to the Student Development Specialist with 2 copies of the conference registration forms.

The TRAVEL AUTHORIZATION form would be submitted with the *Traveler Information, Travel Authorization, & Group Travel* portions complete.

As always, Accounts Payable will settle the expenses on behalf of the organization. Some out of town hotels do not recognize our tax-exempt status. Please clarify this with the hotel before the REQUEST FOR PAYMENT form is submitted. *Note:* Any additional expenses that are charged to the hotel room (meals, phone calls) will be due at check-out.

When the organization returns from the trip the *Voucher for Reimbursement of Travel Expenses* portion of the TRAVEL AUTHORIZATION FORM is completed with exact figures for expenses. If you owe the College or the College owes you, it should be evident on the TRAVEL AUTHORIZATION FORM and supported with your original receipts.

- B. Option 2-pay upon return. All advisors have the opportunity to obtain an interest-free College Corporate American Express Card. If you have not taken advantage of this opportunity, applications are available through Human Resources. Conference registration, hotel, car rental, etc. may all be reserved on the corporate card.

Before departure the advisor should submit the TRAVEL AUTHORIZATION form with the *Traveler Information, Travel Authorization, & Group Travel* portions completed to the Student Development Specialist. Upon return from the trip, the organization would complete the *Voucher for Reimbursement of Travel Expenses* portion of the TRAVEL AUTHORIZATION FORM with exact figures for expenses. The College will pay the amount due to the traveler or creditor. The total amount due should be evident on the TRAVEL AUTHORIZATION FORM and supported with original trip receipts. *Note:* The advisor is ultimately responsible for payment, since his/her name is on the card as well.

Advisors may receive up to 75% of their gas, tolls, and meals expenses before the trip. The advisor need only complete the *Traveler Information, Travel Authorization, & Group Travel* portions of the TRAVEL AUTHORIZATION FORM, a REQUEST FOR PAYMENT FORM made out in the amount of estimated expenses payable to the advisor, and submit these documents with conference documentation to the Student Development Specialist for appropriate signatures. *Note:* The amount of the travel advance must exceed \$75.

This option may prove helpful when the exact cost of certain travel items is not known. If this information is submitted two weeks prior to departure, a check will be issued to the advisor before the trip. When you return from the trip the *Voucher for Reimbursement of Travel Expenses* portion of the TRAVEL AUTHORIZATION FORM is completed with exact figures for expenses. If you owe the College or the College owes you, it should be evident on the TRAVEL AUTHORIZATION FORM and supported with your original receipts.

For reimbursements from Collier and Charlotte County organizations please allow extra days for the courier service. *Note:* Club sponsored trips are

for members of that organization and advisor only. Friends, family members, and other non-College related acquaintances should not accompany students and/or advisors on these trips.

III. Advisor Travel

- A. Advisor travel money is to be used for student organization sponsored events which the advisor must attend. This includes but is not limited to retreats, workshops, conferences and meetings at the local, state, regional or national level. This money is not to fund professional development activities, state board meetings, or other personal trips in which student organizations are not directly involved or attend. Other College, departmental, and personal sources of funding should be pursued for these activities.
- B. Advisor travel money is solely for the advisor. The College recognizes one advisor per organization. In the event that a student organization has co-advisors, it is up to the students in the organization to decide how advisor travel funds will be allocated.
- C. The College does not support bringing family members, friends, colleagues, etc. along on student organization sponsored trips. If transportation is provided by the College bus or by a vehicle rented on a College purchase order, non-students and non-College employees are not covered under the College's insurance. Since these individuals are not covered, they are not allowed to travel with the group. The exceptions to this are (1) if an advisor or student employee of the College drives his personal vehicle or (2) if a vehicle is rented with the advisor's personal credit card, then his insurance has primary coverage and NOT THE COLLEGE. Employees who drive their personal vehicles will be reimbursed for mileage at a rate of \$.29 per mile or the current rate.
- D. The advisor is to accompany students to all off campus club sponsored events. If an advisor or proxy cannot attend a function, then the organization will be prohibited from traveling to that event. Also, the student organization and advisor must travel together when attending an event. This may include an authorized student driving his/her car behind the advisor in a "caravan" style. (The time of departure to and from the conference must be the same.) Again, authorized students driving their own cars are not covered under the College's insurance.

- E. All proper travel paperwork must be submitted to the Student Development Specialist at least three weeks in advance of the trip. If you are able to get the paperwork in sooner, it is appreciated. This includes hotel and conference registration, rental vehicle reservations, the College travel reimbursement form, and the Code of the Road. A *complete* list of travelers must be submitted to the Student Development Specialist at least 24 hours *before* departure. Advisors must submit Travel Liability Waiver forms, conference address and phone number. Be sure to cover all College policies with students and advisors who will travel.

Transportation

Members of clubs may use rental vehicles, the College bus, commercial transportation, or their personal vehicles for club trips and conferences. However, there are certain stipulations attached to all of these means of transportation and paperwork to be completed.

I. College Vehicle

No student may drive a College vehicle or rental vehicle on behalf of the College or any club unless that student is an employee of the College. If the club advisor or supervisor asks a student to drive a vehicle on behalf of the College, the following must be done: (1) make a copy of the student's Employment Authorization form and valid driver's license, (2) submit this to the Director of Student Development or Student Development Specialist for approval two weeks prior to departure. If the student has permission of the Student Development Specialist and the club advisor to drive his/her own vehicle (not a rental or college vehicle) to a conference, the student's own insurance should provide coverage. The student must drive in "caravan" style with the advisor.

II. Public Transportation

Commercial transportation includes air, train, bus and boat. Because students and groups are often afforded discounts, the Student Development Specialist and/or club advisor should always be consulted prior to making any reservations. All proper paperwork must be submitted before arrangements are made. If transportation is provided by the College bus or by a vehicle rented on a College purchase order, non-students and non-College employees are not covered under the College's insurance.

Student Code of Conduct and Responsibility

Each student, whether in day or evening classes, part-time or full-time, is expected to be familiar with the rules and regulations of the College pertaining to academic affairs, social conduct, and student activities, which are published in this Catalog. Each student is responsible for conforming to the rules contained herein in addition to avoiding violations of the following specific offenses to the academic community. Failure to comply with these rules may result in the initiation of disciplinary action.

The following list includes the definitions of acts which are included in the STUDENT CODE OF CONDUCT AND RESPONSIBILITY:

1. **Insubordination or Disrespect to Constituted Authority** — Constituted authority is construed to mean any person designated by the institution to carry out institutional policies. Also, failing to obey a College official who is performing his/her duties and failing to respond to an official summons from an administrative officer of the College within the time indicated.
2. **Gambling for Money or Material Values** — Games of chance are prohibited by Florida law and city ordinances.
3. **False Information** — Furnishing false or misleading information (oral or written) to College offices, faculty or staff.
4. **Destruction of Property** — This term is construed to mean destruction, damage, or misuse of College property, private property on the campus, vandalism and/or misuse of library material, fire equipment or other life-safety equipment.
5. **Illegal Use or Possession of Narcotic or Psychedelic Drugs is Strictly Prohibited** — The Federal Drug Abuse Act prohibits distribution and possession of certain drugs, including amphetamines, barbiturates, hallucinogens and other prescription-type medications which have not been prescribed by a licensed physician. Possession and/or distribution of such drugs, when not prescribed, constitutes a violation. (Senate Bill 989, 1969, as defined in Chapters 398 or 404 of the Florida Statutes). (Controlled Substances Act 21 USC.811).
6. **Possession or Use of Alcoholic Beverages** — Use of alcoholic beverages or having alcoholic beverages in one's possession, either on campus or at a College-approved function.
7. **Possession and/or Use of Firearms on Campus** — Use or possession of ammunition or other weapons and/or setting off any explosive device, fireworks, or flammable liquid or objects.
8. **Forgery** — Forging, alteration or misuse of College documents, forms or records.
9. **Stealing** — The unlawful taking, destroying, defacing, damaging, or misuse of College property or the property belonging to others.
10. **Cheating** — The giving or taking of any information or material to aid oneself or another student in any academic endeavor which will in any way determine the grade or status in a course or activity.
11. **Violation of Law Committed On or Off the Campus** — Violation of municipal, county, state and federal law or subsequent conviction of same constitutes violation of College policy. The nature of the violation will determine the extent of sanction that may be invoked by the College.
12. **Hazing** — Physical or emotional abuse of another person in the College community, subjecting another person therein to humiliating or painful ordeals, or harassing someone with threats made in person, by telephone, or in writing. Any such hazing as further defined in 240.326 F.S. is also unlawful in the State of Florida. Such action on or off campus on the part of any student or group of students or student organization is to be construed as a violation of College rule. Any individual student or group of students found guilty of such violation will receive disciplinary probation, suspension, dismissal, or any combination of such penalties, depending upon the circumstances and the severity of the individual case. Any student organization found guilty of such violation will be placed on probation, will receive suspension of recognition as a student organization, will permanently lose recognition as a student organization or any combination of such penalties, depending upon the circumstances and the severity of the case. *A copy of 240.326 F.S. will be provided to each student organization recognized by the College. Each student organization will incorporate the wording of this College rule on hazing into its by laws. Consent is not a defense for hazing.*
13. **Unlawful Entry** — The unlawful entry to College-owned or controlled buildings.
14. **Smoking** — No area will be designated as a smoking area which is inside any building or within fifty (50) feet of any entrance to any building located on the campuses of Edison Community College, or as established by the Provost of each respective campus.
15. **Games** — Student games such as frisbee, touch football, etc. must be played on the athletic fields only and not around the buildings or inside the buildings.
16. **Commercial Solicitation and Fund-Raising on Campus**
 - a. Solicitors and tradesmen, including students, faculty and other College personnel, are prohibited from entering the grounds or buildings of Edison Community College for the purpose of transacting business with students, faculty, or other College personnel, unless they have been issued a permit for this purpose. All groups who want to reserve space or sell anything must complete an



ACTIVITY RESERVATION FORM. Submit this to the office of Student Development on the Lee Campus, or the Provosts' offices on the Collier and Charlotte Campuses.

- b. The posting or distribution of advertising material shall be limited to a permanent official bulletin board on each campus of the College under the same permit system and be approved by a member of the Student Development staff or a representative.
17. **Outside Organizations on Campus** — From State Board of Education Rules for Community Colleges 6A-14.57, Student Activities, Clubs and Organizations: "(2) Student organizations and clubs not funded from student activity fees or College funds." The College may permit organizations and clubs which are funded by a combination of contributions of its members, fund-raising projects and sources outside the College to exist on campus, provided the organization has a faculty advisor and agrees to be governed by rules of the Board of Trustees. The College may require approved organizations and clubs to deposit monies accruing to such organizations and clubs with the Business Office of the College, to be accounted for as agency funds. In this case, all monies accruing to the organization shall be deposited with the College and withdrawals made upon requisition by the organization and advisor; provided that the expenditure is in accordance with the organization's approved budget. Outside organizations must follow procedures in #16 above and get approval prior to being on campus.
18. **Disruption/Disorderly Conduct** — Obstructing or disrupting any College activity, including teaching, research, administrative functions, disciplinary procedures, social activities, and public service functions. Engaging in any obscene, profane, reckless, destructive, or unlawful course of conduct. Students are responsible that personal phones, beepers, or children do not disrupt educational and social environment of the College.
19. **Harassment** - Unwelcome verbal or physical abuse which causes the recipient discomfort or humiliation or which interferes with the recipient's academic performance. Harassment related to an individual's race, color, sex, religion, national origin, age, marital status, or physical or mental handicap is a violation of this policy.
20. **Assault** - Intentional threat by word or act to do violence to the person of another.
21. **Battery** - Touching or striking another person against his/her will.
22. **Violation of Published Policy of the College** - Any violation of policy published in the College Catalog, handbook or organization's guidelines.
23. **Lakes, Waterways, Fishing**- No swimming, fishing, or recreational activities are allowed on campus without the written permission of the Director of Student Development.
24. **Pets/Animals**-No pets or animals are allowed on campus unless that animal is assisting a person who has a disability.

Student Discipline and Hearing Procedures

Students at Edison Community College agree, at the time of enrollment, to abide by the laws of this state and this nation, as well as the rules of this particular institution. Any student who violates these laws or rules is subject to action by the College. A guilty finding may result in varying degrees of disciplinary probation ranging from a disciplinary warning or probation to expulsion from the College. Sanctions may include: written reprimand, loss of certain campus privileges (including participation in intercollegiate activities, student organizations, student government); credits may be withheld if student is delinquent in payment or if the credits were not honestly earned by the student; compulsory class attendance; monetary fines; penalty work hours; and notification of parents if the student is under 18 years of age. More information on student discipline is available by calling the Office of Student Development.

Rules and regulations that are necessary for the proper control and discipline of students shall be developed by the Vice President of Student Services or designee and published in the College Catalog after approval by the Board of Trustees. In the administration of discipline that student shall be accorded the following rights:

- a. The right to a hearing which will normally be closed unless the Vice President for Student Services or designee and the student agree to an open hearing.
- b. The right to specific written charges sufficiently in advance to the hearing.
- c. The right to present witnesses and evidence at the hearing.
- d. The right to cross examine witnesses and evidence.
- e. No student shall be required to testify against himself/herself.
- f. No disciplinary action shall be taken unless the preponderance of the evidence exists. Formal rules of evidence do not apply.
- g. Should a student fail to appear at the hearing, the case shall still be heard.
- h. The right to a summary record of the preliminary hearing/hearing.
- i. If the student wishes to appeal the decision or sanction, a letter of appeal should be delivered to the Director of Student Development within three school days of notification of the decision. The Vice President for Student Services or designee will conduct the appeal hearing.

A student, faculty or staff member may document in an INCIDENT REPORT what they deem to be a violation of College policy. This INCIDENT REPORT should be submitted to the Director of Student Development on the Lee Campus. The Director will conduct a preliminary investigation to determine if there is enough evidence to charge the student with violating the Student Code of Conduct and Responsibility. If there is sufficient evidence war-

ranted charging the student with violating the Student Code of Conduct, the Director shall meet with the student and give him/her written notice of the charge(s). Within three school days of the receipt of the written charges, the student shall meet with the Director and plead guilty or not guilty. If the student pleads guilty, the Director will impose an appropriate sanction. If the student pleads not guilty, the case will be heard by the Student Discipline Committee. If the Committee finds the student in violation, a sanction will be given.

Traffic Ticket Appeals

If a student chooses to appeal a ticket for violating the campus traffic regulations, he or she should contact the Public Safety office on campus. If the student wants to appeal the decision of the Public Safety office, he or she may choose to have a hearing in front of the Student Government Association Chief Justices for a final decision. The Student Traffic Court may uphold the ticket violation, modify the charge or overturn the charge.

Drug Free Campus

Local, state and federal law prohibit the possession, use and distribution of illicit drugs (including cocaine, heroin, LSD, marijuana, stimulants and depressants.) The use, possession or distribution of any narcotic or illicit drug, except as expressly permitted by law, on College property or at College-approved functions, is strictly prohibited. Violation of the College's or state or federal guidelines regarding drugs and alcohol may result in sanctions imposed by the College and/or the state. There are health risks and side effects associated with drug use. For more information on the Drug Free Campus Program at the College, contact the Office of Student Development or the Human Resources Office.

TRAFFIC REGULATIONS

Vehicle Registration and Parking

As Edison Community College is a member of the public education system of Florida, out-of-state students are required to have a valid Florida driver's license when operating a motor vehicle on the streets and highways of Florida if they are employed in Florida. Out-of-state students should acquire Florida license plates for their vehicles if the vehicles are titled in the parents' name, and if they or their parents are employed in Florida, and/or if they claim in-state tuition rates.

1. Vehicles used on campus by enrolled students, night or day, full time or part-time, must be registered on campus with the Cashiers Office. Parking decals are FREE. When registered vehicles are traded, students are asked to remove the decals.

2. Parking decals expire on August 31st of each academic year.
3. Decals must be affixed to the lower left front windshield and plainly visible while vehicle is parked.
4. When a vehicle is to be used temporarily, the Public Safety Department must be contacted in order to obtain a temporary parking permit.
5. The campus map and parking lot signs indicate where students may park. Students are prohibited from parking in designated staff lots.
6. Designated disabled parking spaces are reserved for persons who are permanently disabled. To use these spaces, students must have a special handicap permit issued by the local county license tag office and Public Safety.
7. Each campus closes to parking after 11:00 pm, unless Public Safety Department has received prior notification.
8. A person who registers a vehicle on campus is responsible for assuring that the vehicle, regardless of who drives it, is parked in conformance with the campus parking regulations.
9. Any theft or accident on campus involving your car must be reported immediately to Public Safety.
10. Designated parking spaces for motorcycles and mopeds are provided. Please park in these spaces and not on the grass, sidewalks or near campus buildings.
11. Unauthorized parking in RESERVED or RESTRICTED spaces is prohibited.
12. The absence of NO PARKING signs does not mean that parking is allowed. Parking on the grass, along roadways, drives, curbs, sidewalks or ramps is prohibited. Parking is permitted only in paved lots or in designated parking areas.
13. Vehicles must be parked within marked spaces. Parking diagonally or taking up two parking spaces is not allowed.
14. The speed limit on campus is 30 m.p.h unless otherwise posted. Speed limit in all parking lots or service drives is 5 m.p.h.
15. Campus Traffic and Parking Regulations and directive signs governing the use of motor vehicles are in effect 24 hours a day, all year long, unless specifically limited. Inclement weather does not bar their enforcement.
16. Moving violations, i.e., speeding, reckless driving, etc. may be referred to an appropriate law enforcement agency.
17. The Public Safety Officer is on duty to assist students whenever possible, but he/she is also required to enforce all traffic and parking regulations and issue citations for violations in accordance with these regulations.
18. Students who receive traffic or parking citations must pay the appropriate fine to the Edison Cashier within 14 working days. If students wish to contest the fine, they must submit a written appeal within 14 working days to the Student Court.
19. Any student who does not pay a traffic or parking fine that has been assessed will not receive transcripts or college recommendations and will not be permitted to register for classes until the fine is paid.
20. The following traffic or parking fines are in effect: Each Non-Moving Violation other than parking in disabled spaces: \$10.00. This category includes parking violations, parking on the grass, failure to display a current, valid decal/permit, parking in a reserved space or lot, parking improperly, parking in a No Parking area, blocking an entrance or ramp.
 - Parking in a disabled space: \$25.00.
 - Littering on campus: First offense: \$10.00.
 - Abuse of a Public Safety Officer may result in a fine of \$10.00.
 - Fines collected will be used to augment Edison's student loan funds.

Laws Affecting Students

(See also Student Code of Conduct and Responsibility)

Below is a summary of several state and federal laws which affect students in Florida educational institutions. For your benefit, and that of the College, your adherence to these laws is expected. If you have any questions about how they affect you or the College, please check with the Vice President for Student Services.

UNITED STATES PUBLIC LAW 92-318; Section 497(a)

This law provides that students or employees at an institution of higher learning, who after notice and a hearing, are found guilty of substantial disruption will not be eligible for financial assistance provided by the federal government.

FLORIDA STATUTES, Section 282.01(17)(a):

ADVOCATES OF OVERTHROW OF GOVERNMENT.

This section provides that no state funds can be used as salaries or otherwise, to work to the benefit of any employee or student who advocates the overthrow of the government of the United States, the State of Florida, or a state university administration by force and violence, or who willfully practices or advocates with clear intent the disruption or interference with the lawful administration or functions of any state university or college.

FLORIDA STATUTES, Section 282.01(17)(b):

PERSONS CONVICTED OF TRESPASS ON SCHOOL PROPERTY.

This section provides that no state funds may be used to provide a loan, guarantee of a loan, or grant to any applicant who thereafter has been convicted in any court of record of any crime which involves the use of, or the assistance to others in the use of force, trespass, or the seizure of property officials or students at such institution from engaging in their duties or pursuing their studies.

FLORIDA STATUTES, Section 877.13:

EDUCATIONAL INSTITUTIONS, UNLAWFUL INTERRUPTION OR INTERFERENCE PROHIBITED.

This section makes it unlawful for any person intentionally to act or disrupt or interfere with the lawful administration of functions of any educational institution in this state. Any person who violates the provisions of this section is guilty of a misdemeanor in the second degree, punishable by imprisonment in the County jail up to sixty (60) days, or fined up to \$500, or both.

FLORIDA STATUTES, Section 239.581:

PARTICIPATION BY STUDENTS OR EMPLOYEES IN DISRUPTIVE ACTIVITIES AT STATE INSTITUTIONS OF HIGHER LEARNING:

This section provides that any person who shall accept the privilege extended by the laws of this state of attendance or employment at any state college or state university shall, by so attending or working at such institutions, be deemed to have given his consent to the policies of that institution, the Board of Regents of the Division of Universities of the Department of Education, and the laws of this state. Such policies shall include prohibition against disruptive activities at state institutions of higher learning. This section also provides that after it has been determined that a student or employee of a state institution of higher learning has participated in disruptive activities, the following penalties may be imposed against such person: (a) Immediate termination of contract of such employee of the state institution of higher learning, and thereafter such person shall not be employed by any state public school or state college, state junior college or state university. (b) Immediate expulsion of such student from the institution of higher learning for a minimum of two years.

FLORIDA STATUTES, Section 239.582.

EXPULSION AND DISCIPLINE OF STUDENTS IN THE STATE UNIVERSITY SYSTEM AND COMMUNITY COLLEGES.

- (1) Each student in the State University System and each student in a community college is subject to federal and state law, respective county and municipal ordinances, and all rules and regulations of the Board of Regents or board of trustees of the community college.
- (2) Violation of these published laws, ordinances, or rules and regulations may subject the violator to appropriate action by the university or community college authorities.
- (3) Each president in the State University System and each president of a community college shall have authority, after notice to the student of the charges and after a hearing thereon, to expel, suspend, or otherwise discipline any student who is found to have violated a rule or regulation of the Board of Regents or of the board of trustees of the community college or to have violated any law or ordinance.

FLORIDA STATUTES, Section 404.01(3) and Section 404.01(1)

These sections have been amended to include cannabis within the definition of hallucinogenic drugs. The General Counsel's office stated in a supplementary advisory opinion issued 4-27-72, that "Therefore, 239.582 Florida Statutes, requiring state supported universities and community colleges to take certain specified disciplinary action against

students formally charged with or found guilty of possession of certain items, including hallucinogenic drugs, would be applicable in the case of students who, from and after March 29, 1972, are formally charged with or found guilty of possession or sale of cannabis."

FLORIDA STATUTES, Section 228.21:

TRESPASS UPON GROUNDS OR FACILITIES OF EDUCATIONAL INSTITUTIONS: PENALTIES. In any case in which a person who is not a student, officer or employee of a junior college, state university, or public school and who is not required by his employment by the institution involved to be on the campus or any other facility owned, operated, or controlled by the governing board of any such junior college, state university or public school enters the campus of such junior college or state university and is committing any act tending to interfere with the normal, orderly, peaceful or efficient conduct of the activities of such campus or facility, the chief administrative officer or employee designated by him to maintain order on such campus or facility may direct such person to leave such campus or facility. If such person fails to do so, such person shall be guilty of trespass upon state lands as prohibited by Sec. 821.19 and shall be punished accordingly.

The Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, requires that, as a condition of receiving Federal financial assistance, an institution of higher education must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

FLORIDA STATUTES Section 240.3191; 240.3192:

POLICY REGARDING STUDENTS WITH HUMAN IMMUNE DEFICIENCY VIRUS (HIV). The following guidelines are established regarding students with Human Immune deficiency Virus (HIV):

1. **DEFINITION:** For the purposes of this policy, a student with HIV falls into one of the following categories:
 - a. An individual who tests positive for HIV antibody but who has no symptom manifestations; or
 - b. An individual who is diagnosed as having AIDS Related Complex (ARC) — debilitating symptoms but no opportunistic infections; or
 - c. An individual who is diagnosed as having Acquired Immune Deficiency Syndrome (AIDS) — displaying one or more opportunistic infections.
2. **STUDENT RIGHTS:** The College recognizes that the rights of students with HIV to obtain education and employment must be balanced against the rights of persons without HIV who wish to be reasonably protected from contracting the virus.
 - a. Both the Federal Vocational Rehabilitation Act of 1973 and the Florida Educational Equity Act prohibit discrimination against persons with disabilities, and students with HIV are classified as disabled.

- b. Under most circumstances, students with HIV will be afforded the same opportunities and benefits afforded to non-disabled students, including, but not limited to access to educational programs, counseling, student employment opportunities, and financial assistance.
 - c. Precautions will be provided to students in Allied Health Programs and science laboratory classes.
 - d. Any student who reveals that he/she has HIV will be afforded confidentiality in accordance with appropriate statutes and state law.
3. **ADMISSIONS:** No student will be denied admission to the College solely on the basis that he/she has HIV.
 - a. The College will not require a student to reveal whether or not he/she has HIV when applying for admission to the College, although the student may choose to reveal such data as part of the voluntary health information shared with the College.
 - b. Furthermore, the College will not require serological testing to determine if a student seeking admission has HIV.
4. **ATTENDANCE, WITHDRAWAL, AND/OR SUSPENSIONS:** Under most circumstances, no student will be required to cease class attendance solely on the basis of having HIV.
 - a. If a student with HIV requests special accommodations due to illness (i.e., disability), the College will acquire sufficient information about such disability to make a determination regarding the requested accommodations.
 - b. The College will not impose any rule(s) or restriction(s) upon a student with HIV that will have the effect of limiting that individual's participation in the College's educational programs and/or services solely on the basis of that person's disability.
 - c. Current research has indicated the possibility that the central nervous system may become affected by HIV, which may lead to progressive neurological and cognitive dysfunction and subsequent inability of the student to maintain scholastic performance. Decisions as to such a student continuing to attend class or being suspended or withdrawn from class(es) will be made on a case-by-case basis after reasonable accommodations have been examined or tried, and after an examination of the facts demonstrates to the College that the student can no longer function as necessary to meet the requirements of the student's course or program, or that the student presents a health or safety risk to self or to the college community.
5. **HIV LIAISON:** A person may be appointed by the Provost on each campus to serve as a consultant to members of the College community regarding the policy of the College in this area.

- a. The appointed liaison will work directly with the Vice President for Student Services in all matters regarding students with HIV, including hearings and development of policy.
 - b. The appointed liaison will provide information and education regarding HIV. This information will include: mode of transmission; signs and symptoms; precautions; appropriate attitude and behavior change; and means used to control the spread of HIV. Education programs and Health Fairs will be the primary vehicle of information disseminations.
 - c. Any student wishing to request special accommodations should contact the Vice President for Student Services.
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or academic or professional performance or creating an intimidating hostile, or offensive working or educational environment.
- 3. Appropriate disciplinary action will be taken against any employee who violates this Policy against sexual harassment. Based on the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension, or termination
 - 4. Certain actions determined by the President may require action on the part of the board of trustees, depending upon the nature of the offense(s) and/or the severity of the action to be taken. In such cases, the President will recommend appropriate action to the Board at the next regular Board Meeting following his communication to the parties.
 - 5. Retaliatory action against anyone filing a complaint of any type of discrimination, including sexual harassment, will not be tolerated. The designee of the President, while attempting to investigate and mediate any sexual harassment claim, may establish safeguards against retaliation as deemed necessary.

FLORIDA STATUTE, 240.319; 240.325 STATE BOARD OF EDUCATION RULE 6A-14.0247;

SEXUAL HARASSMENT.

Edison Community College adheres to the policy that sexual harassment is a form of sex discrimination declared illegal under Title VII of the Civil Rights Act of 1964, Florida's Human Rights Act of 1977 for employees, under Title IX of the Education Act of 1972 and the Florida Educational Equity Act. Sexual harassment can be verbal, visual, or physical. It can be overt or consist of persistent, unwanted attempts to change a professional relationship to a personal one.

Sexual harassment can range from inappropriate putdowns of individual persons, unwelcome sexual flirtations, or more serious abuses. It is coercive and threatening, and it creates an atmosphere that is not conducive to teaching, learning, or working.

- 1. Harassment, intimidation of staff or students, or allowing suggestions to be made that sexual favors may have an effect on status will not be tolerated by Edison Community College. If an employee or student becomes aware of any discriminatory behavior or any activity which might be considered harassment, it becomes the responsibility of that person to report such conduct.
 - a. Staff members should notify their immediate supervisor and/or the Provost.
 - b. Students should notify the Vice President for Student Services.
- 2. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:
 - a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
 - b. Submission to or rejection of such conduct by an individual is used as the basis for the employment or academic decisions affecting such individual; or

FLORIDA STATUTE, Sections 229.053(1); 240.325; 893.03 STATE BOARD OF EDUCATION RULE 6A14.0247; 6A-14.0262.

DRUG AND ALCOHOL POLICY.

It is the policy of Edison Community College to promote and maintain a drug-free workplace. The unlawful manufacture, distribution, dispensation, possession, or use of controlled substances is prohibited on College premises and in the workplace. All students and employees are required to abide by the terms of this policy as a condition of initial and continued enrollment and/or employment. This policy is based on the Drug Free Workplace Act of 1988 (P.L. 100-690, Title V, Subtitle D) and the Amendments of 1989 (P.L. 101-226) and is subject to established College administrative policy and procedures.

- 1. The illegal use of drugs and alcohol is in direct violation of local, state and federal laws, as well as College policy. The use, possession, manufacture, dispensation and distribution of drugs in the workplace, on College premises, or while conducting College business away from College premises, or as a part of any College sponsored activity in any manner not permitted by law is strictly prohibited as a matter of College policy. Abuse by an employee or student of drugs or alcohol in the workplace, on College premises, while conducting College business away from College premises, or as a part of any College sponsored activity is also prohibited as a matter of College policy. Any employee or student who enters College premises, conducts College business, or engages in any College sponsored activity while under the influence of drugs or alcohol will also be in violation of this policy.

2. Violation of this policy can result in referral to appropriate law enforcement authorities, disciplinary action up to and including immediate suspension, expulsion, or termination, and/or a requirement of satisfactory participation in a College approved drug or alcohol rehabilitation program. A criminal conviction is not required for sanctions to be imposed upon a student or employee for violation of this policy.
3. Definitions:
 - a. Alcohol: the term "alcohol" as used in this policy means alcoholic beverages as described in Section 561.01(4)(a), Florida Statutes.
 - b. College premises: all buildings, grounds, facilities, structures, parking lots, or other areas of any campus of the College, all areas where classes are taught under the authority of the College, and all motor vehicles owned by the College.
 - c. Controlled Substance: any substance named or described in Schedules I.-V. of 893.03, Florida Statutes.
 - d. Drugs:
 - 1) Articles recognized in the official United States Pharmacopoeia, official Homeopathic Pharmacopoeia, or supplement to any of them;
 - 2) Articles intended for use in the diagnosis, cure, mitigation, treatment, or prevention of disease in man or other animals; and
 - 3) Articles (other than food) intended to affect the structure or any function of the body of man or other animals; and
 - 4) articles intended for use as a component of any article specified in clause (1), (2), or (3). Anabolic steroids and controlled substances, as set forth in Schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812), as amended are included, but do not comprise the totality of this definition. (Source: 20 U.S.C. 3221(b)(2); 21 U.S.C. 321(g)(1).)
 - e. Possession: to have either in or on a student's or employee's person, personal effects, motor vehicle(s) and/or areas substantially entrusted to their control such as bookbags, briefcases, desks, files, lockers, etc.
 - f. Workplace: any office building or property (including parking lots) owned or operated by the College, or any other site or location at which the employee is to perform work for the College either on a temporary or permanent basis.
4. Employees are required to notify their supervisor in writing of any conviction for a violation of any drug or alcohol criminal statute occurring in the workplace, on College premises, while conducting College business away from College premises, or as a part of any College sponsored activity, no later than five (5) days following the conviction.

5. The designee of the President shall provide appropriate information to employees and students about the dangers of drug and alcohol abuse, the sanctions that can be imposed for the illegal use or abuse of alcohol and drugs, and the availability of counseling and rehabilitation programs.
6. An appropriate College executive officer shall be responsible for notifying federal funding agencies within ten (10) calendar days whenever an employee is convicted of a drug-related crime which occurred in the workplace; conducting a biennial review of the College's drug and alcohol program, and recommending changes if needed.

FLORIDA STATUTE 784.011, 784.021, 784.03, 784.045, 794.03:

ASSAULT, BATTERY AND ASSAULT POLICY.

Edison Community College is committed to preserving the safety and security of students, staff, faculties, and visitors to the College. Breach of the peace and other violations, including assault, batteries, and/or sexual assault will not be tolerated. Any student found in violation of this policy will be subject to disciplinary action up to and including dismissal. Any employee found in violation of this policy will be subject to disciplinary action up to and including termination. The College, through its Public Safety Office, will refer violations to local and state law enforcement agencies for criminal prosecution and further action by those agencies.

1. DEFINITIONS

a. Assault

Pursuant to Section 784.011, Florida Statutes, "assault" is defined as an intentional, unlawful threat by word or act to do violence to the person of another, coupled with an apparent ability to do so, in doing some act which creates a well-founded fear in some other person that violence is imminent (misdemeanor of 2nd degree).

b. Aggravated Assault

Pursuant to Section 784.021, Florida Statutes, "aggravated assault" means an assault with either a deadly weapon without intent to kill or with an intent to commit a felony (felony of 3rd degree).

c. Battery

Pursuant to Section 784.03, Florida Statutes, a person commits "battery" if he either actually and intentionally touches or strikes another person against the will of the other or intentionally causes bodily harm to an individual (misdemeanor of 1st degree).

d. Aggravated Battery

Pursuant to Section 784.045, Florida Statutes, a person commits "aggravated battery" when, in committing battery, either intentionally or knowingly causes great bodily harm, permanent disability or permanent disfigurement; or uses a deadly weapon (felony of 2nd degree).

c. **Sexual Battery**

Pursuant to Section 794.011, "sexual battery" means oral, anal, or vaginal penetration by, or union with, the sexual organ of another, or the anal or vaginal penetration of another by any other object. If a person commits sexual battery on another person without that person's consent, and in the process uses or threatens to use a deadly weapon, or threatens or actually uses physical force likely to cause serious injury (life felony).

2. **ASSISTANCE**

Generally, the office of Public Safety should be the first department contacted after an incident occurs at a campus or College site. Upon preliminary investigation, the appropriate local law enforcement agency may be notified and the incident may be referred to the agency. The Public Safety Officer will notify the appropriate campus administrator, provost or designee.

3. **CONFIDENTIALITY**

Pursuant to Section 794.03, Florida Statutes, it is unlawful to print, publish or broadcast in any instrument of mass communication, the name, address or other identifying fact or information of the victim of any sexual offense.

4. **INFORMATION AND RESOURCES**

The College will develop, make available and distribute information regarding safety, security and/or sexual assault through the use of handouts, programs and seminars designed to promote awareness and prevention among the College's students, employees and the public.

5. **REPORTING**

Any violations, infractions or potentially hazardous situations should be reported immediately to Public Safety. Victim support and assistance is available through various support services, both on campus and off. Counseling and medical care should be pursued as soon as possible. The Director of Human Resources is designated to serve as the victim advocate.

Security Policies and Statistics

Campus safety and security measures must be communicated and understood by all students and employees of Edison Community College. Therefore, it is the policy of the Public Safety Department to encourage that all criminal acts, safety hazards and unusual occurrences be reported.

The proper reporting procedure for all students and employees is to contact the Edison/University of South Florida Public Safety Department, (941)489-9203 or TTY (941)489-9010. This office may be reached 24 hours daily.

In the event of an emergency, danger, injury or criminal occurrence, the victim/witness(es) is advised to also call the local police, fire or emergency service within the campus jurisdiction. These services can also be requested by dialing the following numbers:

	Off campus phone #	On campus phone #	TTY #
Charlotte Campus			
Public Safety	(941) 639-8322	1203	—
Local Emergency		9-911	
Collier Campus			
Public Safety	(941) 732-3712	3712	—
Local Emergency		9-911	
Lee Campus			
Public Safety	(941) 489-9203	1203	489-9010
Local Emergency		9-911	

In all cases of criminal activity, loss of property, assault, threat, injury or any other crime, the Public Safety Department must be contacted as soon as possible. The prompt reporting of these events will facilitate investigation which will allow for recording the occurrence for further study and preventive action.

Crime statistics for Edison Community College – 1996

Burglary/Breaking & Entering	1
Larceny/Theft Offenses	28
Motor Vehicle Theft	2

AMERICAN DISABILITIES ACT

Edison Community College is committed to a policy of non-discrimination on the basis of disability in its employment practices, provision of services and access to College facilities and programs. Edison Community College assumes the Department of Labor's definition of a disabled individual as "one who (1) has a physical or mental impairment which substantially limits one or more of such person's life activities; (2) has a record of such impairment; or (3) is regarded as having had an impairment."

Employment

Edison Community College does not discriminate in hiring, review, promotion, discharge, or other aspects of employment, against any applicant or employee with a disability, on the basis of that person's disability, if the person is qualified and able to perform the "essential functions" of the job with reasonable accommodation. Edison provides all disabled employees with equal or equivalent access to all benefits of employment, in an integrated setting, that would be available to a similarly situated employee, unless doing so would be an undue hardship.

Programs, Services and Facilities

Edison Community College is committed to the requirement of making all programs, services and facilities "accessible to" and "usable by" persons with disabilities. Efforts include ensuring that existing facilities are readily accessible to or usable by individuals with disabilities through structural changes in facilities or through other methods that are equally effective, to make services, programs, or activities accessible; eliminating eligibility criteria that screen out individuals with disabilities or any class

of individuals with disabilities from fully and equally enjoying any service, program or activity unless these criteria are shown to be necessary for the provision of the service, program or activity being offered; administering services, programs and activities in the most integrated setting appropriate to the needs of qualified individuals with disabilities; and taking appropriate steps to ensure that communications with applicants, participants and members of the public who are disabled are as effective as communications with others, including the furnishing of appropriate auxiliary aids and services.

Persons with disabilities are responsible for requesting services.

Edison is responsible to notify students, faculty, and staff of services available. This is accomplished by listing services in publications such as this Catalog, faculty handbook, pamphlets, and at orientation programs for staff and students.

Telephones for hearing impaired individuals can be accessed in several ways:

Edison TTY line: on campus - #1093
off campus - 489-9093
Public Safety - 489-9010
Florida Relay System: 1-800-955-8771
1-800-955-8770

The ADA Coordinator

In compliance with the Americans with Disabilities Act, the College has designated the Director of Human Resources as the ADA Coordinator. The Coordinator may be reached at 489-9294 or, in person, in the Human Resources office located in the Learning Resources Building on the Lee County Campus. The Coordinator will oversee and coordinate the College's efforts to comply with and carry out its responsibilities pertaining to the Act and will serve as the contact person for all ADA and information resource policies, procedures and concerns, bringing information before the ADA committee to be acted upon as necessary and appropriate.

The ADA Grievance Process

Guidelines for filing an ADA complaint:

Edison Community College reaffirms the principle of Equal Access/Equal Opportunity regardless of race, creed, color, national origin, religion, sex, age, disability, and marital status. The equal opportunity principle applies to otherwise qualified disabled persons with regard to employment, the delivery of educational programs and services and all other appropriate areas in which the College is involved.

Section 6H6:2.06 of the Edison Community College District Board of Trustees Policy Manual clearly outlines the College's policy prohibiting discrimination. Furthermore, the College's policy of non-discrimination complies

with the regulations set forth in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Procedure for filing an ADA grievance:

The purpose of the grievance procedure is to provide a means to mediate a fair and equitable solution to a complaint alleging discrimination based upon disability, or in violation of the rules and regulations prohibiting discrimination as outlined in the ADA.

Any person who feels they have been discriminated against based upon disability or in violation of ADA guidelines may contact the Director of Human Resources, the Human Resources Office, or the campus Provost, for information and assistance. The Director of Human Resources serves as the Coordinator for the ADA Grievance Process.

Employees

Any Edison employee alleging discrimination based upon disability, and/or in violation of ADA guidelines should notify his/her immediate supervisor. If the complaint is against the immediate supervisor, the next higher level supervisor should be contacted. An employee may contact either the campus Provost or the Director of Human Resources for counseling and advice.

Students

Students alleging discrimination based upon disability, and/or in violation of the ADA guidelines may contact the Vice President for Student Services (or designee), or the ADA Coordinator.

Informal/Formal Grievance Procedure

Edison employees or students may file a grievance for violation of ADA guidelines by filing one of the following complaints:

1. Informal process involving discussion between the immediate parties involved
2. Edison formal grievance complaint
3. (Outside agency) Department of Justice (Department of Justice will refer complaints for which it does not have jurisdiction under Section 504 to the appropriate agency.)

The time limits established for filing the grievance are the same as those already established as set forth in the Edison Community College Employment and Personnel Operating Procedures Manual.

When appropriate, the time frame for filing a grievance as established under Section 35.170 of the ADA guidelines may apply.

Students with disabilities wishing to petition for Substitution Admission and Graduation Requirements should submit academic petition to the Admissions and Records Office.



PROGRAMS OF STUDY

PROGRAMS OF STUDY

The two types of programs offered by Edison Community College are degree programs and certificate programs. The degree programs are the Associate in Arts, which is oriented toward continuing in higher education, and the Associate in Science degree, which is job-oriented. The degree programs normally take two years to complete. The certificate programs are usually one year in length and teach students the skills necessary for employment in specialized areas. The objective of the degree programs is to provide students with as much general education as possible, while that of the certificate programs is to limit courses to an area of specialization.

FOR TRANSFER TO A UNIVERSITY

Associate in Arts Degree

This degree is designed to support more than 500 majors available within the Florida State University System.

Agriculture	Ecology	Health Related	Hospitality	Political Science
Anthropology	Economics	(Pre-Medical Technol-	Human Services	Pre-Professional (Law,
Art	Education	ogy, Pre-Nursing, Pre-	Humanities	Medicine, Dentistry)
Astronomy	Engineering	Physical Therapy,	Languages	Psychology
Biology	English	Pre-Occupational	Literature	Radio/Television
Business	General	Therapy)	Music	Sociology
Chemistry	Education	Health and Wellness	Philosophy	Speech
Criminal Justice	Geology	History	Physics	Theatre Arts

For information about other programs of study, contact an Edison counselor.

FOR JOB AND CAREER

Associate in Science Degree

Accounting Technology	Computer Programming and	Legal Assisting
Business Administration and	Applications	Nursing R.N.
Management	Applications Option	Nursing Advanced Placement Option
General Business Option	Management Information Systems	Public Services
Customer Service Technology Option	Option	Criminal Justice Technology
Hospitality Management Option	Programming Option	Corrections Officer
International Business Option	Dental Hygiene	Law Enforcement Officer
Small Business Management Option	Drafting and Design Technology	Emergency Medical Services
Cardiovascular Technology	Cad Option	Technology
Citrus Production Technology	Civil Engineering Option	Fire Science Technology
	Land Surveying Option	Health and Wellness
	Electronics Engineering Technology	Radiologic Technology
	Golf Course Operations	Respiratory Care

TOWARD A JOB

Certificate Programs

Business Systems Specialist Emergency Medical Services: Paramedic Small Business Management

For Community Service, Profit, Hobby, Career and Professional Development, Enrichment

CONTINUING EDUCATION

All varieties of short courses and workshops are offered. Let the Continuing Education Office know your needs.
Call 489-9235.

Associate in Arts Degree Program

Associate in Arts degree students must follow the general education course guide below in planning required courses. Rules of the Florida State Board of Education require that the Associate in Arts Degree include twelve credit hours of courses (four courses) in which writing is heavily emphasized and six credit hours of mathematics. These courses must be passed with a grade of "C" or better.

COMMUNICATIONS..... 9 Credit hours (all 3 courses)

- _____ ENC 1101 Composition I
(before 16th credit hour)
- _____ ENC 1102 Composition II
(before 31st credit hour)
- _____ SPC 1010 Fundamentals of Speech Communications

To qualify for the A.A. degree, students must complete both required English courses with a grade of C or higher).

HUMANITIES 6 Credit hours (Select 2 courses — One from part A and one from part B or two from part A)

Part A

- _____ HUM 2210* Ancient World-Renaissance and/or
- _____ HUM 2230* 17th Century-Present and/or
- _____ HUM 2930* Great Human Questions and/or
- _____ HUM 1950* Humanities Study Tour
- _____ HUM 2950* (second Humanities Tour)
- _____ HUM 2228* Studies in the Humanities: The Renaissance
and/or any course from the following:

Part B

- _____ AML 2011 American Literature I
- _____ AML 2022 American Literature II
- _____ ARH 1000 Art Appreciation
- _____ ARH 1050 History of Art I
- _____ ARH 1051 History of Art II
- _____ ARH 1950 European Art and Architecture
(first time tour/must take in combination with HUM 1950)
- _____ ARH 2052 Art of the Western World
- _____ ENL 2011 English Literature I
- _____ ENL 2021 English Literature II
- _____ FIL 2001 American Cinema
- _____ LIT 2110 World Literature I
- _____ LIT 2120 World Literature II
- _____ MUH 2018 Jazz History and Appreciation
- _____ MUL 1110 Music History and Appreciation
- _____ PHI 2010 Introduction to Philosophy
- _____ PHI 2100 Logic
- _____ PHI 2600 Ethics
- _____ THE 2100 Theatre History/Literature

* Each of these courses is writing-intensive, i.e., extensive writing is assigned and supervised as an integral part of the course work. For an A.A. degree, one or two of these three courses must be completed with a grade of "C" or higher. World Civilization intensive-writing may be taken for second writing course.

These courses satisfy the writing requirement of 6,000 words each. Each student must successfully take 4 courses:

AML 2011	ENL 2021W	WOH 1012W
AML 2022	HUM 2210	WOH 1023W
CRW 2100	HUM 2230	WOH 1030W
ENC 1101	HUM 2930	
ENC 1102	HUM 1950	
ENL 2011W	HUM 2950	

SOCIAL SCIENCES 9 Credits (3 courses)

Course selection must include one World Civilization course (either WOH 1012, WOH 1023, or WOH 1030). If a student takes a writing-intensive section of World Civilization (designated in class schedule by "W"), it must be completed with a grade of "C" or higher in order to satisfy the "Gordon Rule" requirement.

Anthropology

- _____ ANT 1410 Cultural Anthropology
- _____ ANT 1511 Physical Anthropology

Economics

- _____ ECO 2013 Economics I
- _____ ECO 2023 Economics II

Education

- _____ EDF 2005 Introduction to Education
- _____ EDG 2701 Teaching Diverse Populations

Geography

- _____ GEA 2010 Geography of the Eastern Hemisphere
- _____ GEA 2040 Geography of the Western Hemisphere
- _____ GEA 2370 Conservation of Natural Resources

Gerontology

- _____ GEY 2000 Gerontology

History

- _____ AMH 2010 History of the United States (To 1865)
- _____ AMH 2020 History of the United States (1865 to Present)
- _____ AMH 2070 Florida History
- _____ AMH 2091 African-American History
- _____ EUH 1001 The Western Tradition I
- _____ EUH 1002 The Western Tradition II
- _____ WOH 1012 History of World Civilization (To 1500)
- _____ WOH 1023 History of World Civilization (1500-1815)
- _____ WOH 1030 History of World Civilization (1815 to Present)

Must select one WOH Course

Human Services

- _____ HUS 1001 Introduction to Human Services

Political Science

- _____ POS 2041 American National Government
- _____ POS 2112 American State and Local Politics
- _____ INR 2002 International Relations

Psychology

- _____ CLP 1000 Personal and Social Adjustment
- _____ DEP 2004 Human Growth and Development
- _____ DEP 2102 Child Psychology
- _____ DEP 2302 Adolescent Psychology
- _____ EDP 2002 Educational Psychology
- _____ INP 2301 Human Relations in Business and Industry
- _____ PSY 2013 General Psychology I
- _____ PSY 2014 General Psychology II

Sociology

- _____ SYG 1000 Introduction to Sociology
- _____ SYG 1010 Contemporary Social Problems
- _____ SYG 2430 Marriage and the Family

HEALTH & WELLNESS AND PHYSICAL EDUCATION CREDITS

Students may elect to take up to six (6) hours of health and wellness courses as elective credit toward graduation. **Students are cautioned that such credits will transfer to Florida universities only to the degree that the individual university will accept them.** Those students who are pre-majors in health and wellness or physical education subject areas may elect to take as many courses as their educational plan will permit. **Students should consult with their advisor as to which classes will transfer and to which college or university.**

NATURAL SCIENCES 6 Credits (Minimum)

NOTE: It is recommended that all Learning Assistance classes (College Prep) be completed prior to enrollment in ANY Science Course. 2 lectures/2 laboratories. Satisfactory completion of any two of the following science courses, listed in either column A or column B, with their associated laboratories, will fulfill this requirement:

The courses in **Column A** below have no prerequisites. You may select two courses below, or choose sequential courses from column B.

Recommendation: A better foundation in science is provided to the student by taking a science pair in sequential semesters.

_____	AST 2005	Astronomy I & L (4)
_____	AST 2006	Astronomy II & L (4)
_____	BSC 1030	Man and the Environment & L (5)
_____	BSC 1051	Ecosystems of South Florida & L (5)
_____	GLY 1010	Physical Geology & L (5)
_____	GLY 1100	Historical Geology & L (5)
_____	GLY 1000	Earth Revealed & L (4) (Telecourse)
_____	ISC 1001	Contemporary Interdisciplinary Science I & L (3)
_____	ISC 1002	Contemporary Interdisciplinary Science II & L (3)
_____	OCE 1001	Oceanography I & L (5)
_____	OCE 1002	Oceanography II & L (5)

The courses in **Column B** are sequential, or require another science or math course as a corequisite or prerequisite:

_____	BOT 2010C	Botany (4)
_____	BSC 1010	Biological Science I & L (5)
_____	BSC 1011	Biological Science II & L (5)
_____	BSC 1085	Anatomy / Physiology I & L (4)
_____	BSC 1086	Anatomy / Physiology II & L (4)
_____	CHM 2030	Intro to Chemistry & L (4)
_____	CHM 2045	General Chemistry I & L (5)
_____	CHM 2046	General Chemistry II & L (5)
_____	CHM 2210	Organic Chemistry I & L (5)
_____	CHM 2211	Organic Chemistry II & L (5)
_____	MCB 2013	Microbiology & L (4)
_____	OCB 2010	Marine Biology & L (5)
_____	PHY 1053	Fundamentals / Physics I & L (5)
_____	PHY 1054	Fundamentals / Physics II & L (5)
_____	PHY 2048	General Physics I & L (5)
_____	PHY 2049	General Physics II & L (5)
_____	ZOO 2010	Zoology & L (4)

NOTE: Only televised courses that have an accompanying laboratory can be used to meet the science requirement. Those without labs are offered for elective credit only.

It is recommended that all Learning Assistance classes (College Prep) be completed prior to enrollment in ANY Science Course.

MATHEMATICS 6 credit hours (2 different courses)

The mathematics courses needed for a particular career plan are usually specified by that career or curriculum. Those students who wish to satisfy the minimum of six hours specified by general education requirements may pick one mathematics course from Column A and one mathematics course from Column B. General education requirements limited to those students that have not declared a major, and those students with non-technical career plans. Courses must be passed with "C" or higher.

Note: Do not select the same course from both columns.

General Education Math Requirements

Column A

_____	MAC 1102	Algebra (3)
_____	MAE 2810	Math for Elementary Teaching (4)
_____	MGF 1113	Topics in Finite Math (3)
_____	STA 2040	Statistics (4)

Column B

_____	MAC 1102	Algebra (3)
_____	MAC 1140	Pre-Calculus Algebra (3)
_____	MAC 1114	Trigonometry (3)
_____	MAP 2302	Differential Equations (4)
_____	STA 2040	Statistics (4)

These advanced mathematics courses may also be used to meet the AA mathematics requirements:

_____	MAC 2132*	Integrated College Algebra and Trig (4)
_____	MAC 2233	Calculus of Business / Social Science (4)
_____	MAC 2311	Geometry I (4)
_____	MAC 2312	Geometry II (4)
_____	MAC 2313	Geometry III (4)

* Students wishing to take MAC 2132 must have had prior trigonometry classes (high school or college).

FOREIGN LANGUAGE

Students seeking admission to the Florida State University System must have completed two years of foreign language at the high school level or two courses (eight credit hours) at the college level.

COMPUTING SKILLS

Entering students are strongly encouraged to acquire basic computing skills by taking a computer course.

CLAST

Students are required to either satisfactorily complete the COLLEGE LEVEL ACADEMIC SKILLS TEST (CLAST)

Electives 24 credit hours

* Be sure electives selected have an "AA" designation as listed in the course description section of this Catalog. A.S. courses do not qualify for elective credit.

TOTAL CREDIT HOURS 60

Majors for Associate in Arts Degree

There are approximately 500 majors in the Florida system. The most frequently chosen majors are listed here. If your intended major is not represented exactly, please select a related category.

1110100 Agricultural and Natural Resources
1172202 Anthropology
1110200 Architecture and Environmental Design
1121001 Art
1111911 Astronomy
1110401 Biology
1110400 Biological Sciences and Zoology
1150501 Business
1111905 Chemistry
1160700 Computer Science & Information Science
1182105 Criminal Justice
1111202 Pre-Dentistry
1110420 Ecology
1172204 Economics
1140800 Education
1110900 Engineering

1131501 English
1190000 General Education for Degree Seeking
1111914 Geology
1111200 Health Professions
-Medical Technology
-Nursing
-Occupational Therapy
-Physical Therapy
1140835 Health and Wellness

1172205 History
1181300 Home Economics
1181307 Hospitality
1182104 Human Services
1184903 Humanities
1184900 Interdisciplinary
1131100 Languages
1181400 Pre-Law
1184901 Liberal Arts

1181600 Library Science
1131502 Literature
1161700 Math
1111201 Pre-Medicine
1181800 Military Science
1121005 Music
1131509 Philosophy
1111902 Physics
1172207 Political Science
1172000 Psychology
1182100 Public Affairs
1180601 Radio and Television
1172200 Social Science/Sociology
1131506 Speech
1121007 Theatre Arts
1182300 Theology

Associate in Science Degree Programs

Requirements for the Associate in Science Degree

1. Complete an approved program of studies as specified of at least sixty (60) semester hours with a 2.0 ("C") grade point average.
2. Complete a minimum of fifteen (15) semester hours of general education courses as part of the sixty (60) semester hour minimum requirement from the broad fields of Communications/Humanities, Mathematics/Science, and Social Behavioral Science.
3. Complete fifteen (15) semester hours at Edison Community College.
4. Apply for graduation with the Office of Admissions and Records.
5. Fulfill all financial obligations to the College. Note: Students completing Associate in Science degrees who wish to transfer to a unit of the Florida State University System are required to complete the College Level Academic Skills Test prior to the award of the Associate in Science degree.

Limited Admissions A.S. Degree Programs

The Associate in Science Degree programs in Dental Hygiene, Nursing, Respiratory Care, Radiologic Technology, Emergency Medical Services and Cardiovascular Technology are selective admissions programs. Admission to the College does not automatically admit a student to these programs of study. Application should be made to the College as well as application for admission to the program of study. Such applications for admission to the program of study are made, after attending a general orientation, to the individual program. (A Physical Therapist Assistant program is offered in partnership with Broward Community College. Admission information for that program is available at general Health Technologies orientations.) Criminal Justice and Fire Science Technology are designed for individuals employed in these professions.

Articulation Arrangements

Articulation arrangements have been developed with local schools for programs in Business Administration and Management, Criminal Justice, and Computer Programming and Applications (Applications Option). Information about experiential and other applicable credit is available from the Program Coordinator.

ACCOUNTING TECHNOLOGY

The Associate in Science degree program in Accounting is designed to prepare students to enter public or private accounting in various capacities. Students who successfully complete this program will have the knowledge and skills necessary to sit for two certification examinations.

Accreditation Council for Accountancy and Taxation (ACAT)

The ACAT examination is sponsored by the National Society of Public Accountants located in Alexandria, Virginia. The examination is offered twice a year, in May and December. The six-hour examination is given at over 200 test sites nationwide. Accreditation in Accountancy by the ACAT tells your clients and/or employer they have a professional working for them.

Enrolled Agents Examination

The enrolled agents examination is a comprehensive four-part exam administered once a year by the Internal Revenue Service. The primary benefits of being an enrolled agent are (1) recognition of attaining a high level of knowledge of federal taxation and (2) eligibility to practice before the IRS.

COURSE PREREQUISITES:

Testing or MAT 9024 (MGF 1113)
 ACG 1001, MAC 1102, or permission of instructor (ACG 2011)
 ENC 1101, C or better, or equivalent (ENC 1102)
 MAC 1102 or permission of instructor (STA 2040)
 ACG 2011 (ACG 2071)
 ACG 2071, CGS 1000, or permission of instructor (ACG 2450)
 ACG 1001, or permission of instructor (TAX 2000)
 Permission of instructor (ACG 2930)
 TAX 2000 (TAX 2010)
 CGS 1530, or equivalent proficiency (CGS 2511)

PROGRAM PREREQUISITES:
 NONE

GENERAL EDUCATION REQUIREMENTS:

			Credit Hours
ENC	1101	Composition I	3
ENC	1102	Composition II (Technical Writing Emphasis)	3
SPC	1010	Fundamentals of Speech Communications (Business Communications Emphasis)	3
MGF	1113	Topics in Finite Mathematics or higher	3/4
ECO	2013	Economics I	3
ECO	2023	Economics II	3
STA	2040	Introductory Statistics	4
TOTAL			22/23 Hours

CAREER CORE REQUIREMENTS:

ACG	1001	Financial Accounting I	3
GEB	1011	Introduction to Business	3
OST	2335	Business Communications	3
ACG	2011	Financial Accounting II	3
MAN	2800	Small Business Management	3
CGS	1530	Microcomputer Skills	4
ACG	2071	Managerial Accounting	3
ACG	2450	Accounting Applications	3
TAX	2000	Introduction to Federal Income Tax	3
CGS	2511	Advanced Spreadsheet Computing	3
ACG	2930	Selected Topics in Accounting	3
TAX	2010	Federal Tax Accounting	3
SLS	1331	Personal Business Skills	3
TOTAL			40 Hours

CAREER CORE ELECTIVES:

One or two hours of electives			
TOTAL			2/1 Hours
TOTAL DEGREE HOURS			64

BUSINESS ADMINISTRATION AND MANAGEMENT**GENERAL BUSINESS OPTION**

The Business Administration and Management Associate in Science degree program provides a broad foundation of knowledge and skills necessary for students seeking entry-level employment in various business fields, and for those presently employed in business and desiring advancement. The General Business Option prepares students in a wide variety of business subjects so they will possess the versatility required by modern businesses today.

COURSE PREREQUISITES:

MAC 1102 or permission of instructor (STA 2040)
 OST 1100 or equivalent proficiency (OST 1110)
 ACG 2011 (ACG 2071)
 ACG 1001, MAC 1102, or permission of instructor (ACG 2011)
 Testing or MAT 9024 (MGF 1113)

PROGRAM PREREQUISITES:

NONE

GENERAL EDUCATION REQUIREMENTS:

			Credit Hours
ENC	1101	Composition I	3
SPC	1010	Fundamentals of Speech Communications (Business Communications Emphasis)	3
MGF	1113	Topics in Finite Mathematics or higher	3/4
ECO	2013	Economics I	3
		*Humanities Elective	3
TOTAL			15/16 Hours

CAREER CORE REQUIREMENTS:

ACG	1001	Financial Accounting I	3
GEB	1011	Introduction to Business	3
CGS	1530	Microcomputer Skills	4
BUL	2241	Business Law I	
		or	
BAN	1800	Law and Banking Principles	
		or	
REE	1040	Real Estate Principles of Law	3/4
OST	2335	Business Communications	3
SLS	1331	Personal Business Skills	3
MAR	2011	Marketing	3
FIN	2100	Personal Finance	3
MAN	2021	Management Principles	3
TOTAL			28/29 Hours

CAREER CORE ELECTIVES:

Students will choose 21/19 hours from the following courses:
 STA 2040, OST 1110, ACG 2071, ACG 1002, ACG 2011, ECO 2023, or any course in Business (e.g., MNA 2300 or MAN 2800), Hospitality, Customer Service Technology, International Business, Banking and Finance, and Real Estate.

TOTAL 21/19 Hours
TOTAL DEGREE HOURS 64

***HUMANITIES ELECTIVE:**

Students will select any course listed in the General Education plan under the Humanities category. PHI 2600 Ethics, is strongly recommended.

BUSINESS ADMINISTRATION AND MANAGEMENT**CUSTOMER SERVICE TECHNOLOGY OPTION**

The Business Administration and Management Associate in Science degree program provides a broad foundation of knowledge and skills necessary for students seeking entry-level employment in various business fields, and for those presently employed in business and desiring advancement. The Customer Service Technology Option is designed for students seeking employment in or desiring advancement in service strategy positions.

COURSE PREREQUISITES:

Testing or MAT 9024 (MGF 1113)

PROGRAM PREREQUISITES:

NONE

GENERAL EDUCATION REQUIREMENTS:

			Credit Hours
ENC	1101	Composition I	3
SPC	1010	Fundamentals of Speech Communications (Business Communications Emphasis)	3
MGF	1113	Topics in Finite Mathematics or higher	3/4
ECO	2013	Economics I	3
		*Humanities Elective	3
TOTAL			15/16 Hours

CAREER CORE REQUIREMENTS:

ACG	1001	Financial Accounting I	3
BUL	2241	Business Law I	3
CGS	1530	Microcomputer Skills	4
MAN	2021	Management Principles	3
SLS	1331	Personal Business Skills	3
MAR	2011	Marketing	3
MKA	1161	Introduction to Customer Service	3
MKA	2169	Seminar in Customer Service	3
OST	2335	Business Communications	3
TOTAL			28 Hours

CAREER CORE ELECTIVES:

Students will choose 21/20 hours from the following courses:
 MAN 2522, or any course in Business, Hospitality, International Business, Banking and Finance, and Real Estate.

TOTAL 21/20 Hours
TOTAL DEGREE HOURS 64

***HUMANITIES ELECTIVE:**

Students will select any course listed in the General Education plan under the Humanities category. PHI 2600 Ethics, is strongly recommended.

BUSINESS ADMINISTRATION AND MANAGEMENT**HOSPITALITY MANAGEMENT OPTION**

The Business Administration and Management Associate in Science degree program provides a broad foundation of knowledge and skills necessary for students seeking entry-level employment in various business fields, and for those presently employed in business and desiring advancement. The Hospitality Management Option offers students the opportunity to prepare for a variety of positions in the hospitality industry, including managing or owning a hospitality-related business, supervising staff, and handling the varied industry-related duties.

COURSE PREREQUISITES:

Testing or MAT 9024 (MGF 1113)
Business Administration and Management Major (Hospitality Option) and approval of instructor (HFT 2291 and 2292)

PROGRAM PREREQUISITES:

NONE

GENERAL EDUCATION REQUIREMENTS:

			Credit Hours
ENC	1101	Composition I	3
SPC	1010	Fundamentals of Speech Communications (Business Communications Emphasis)	3
MGF	1113	Topics in Finite Mathematics or higher	3/4
ECO	2013	Economics I	3
		*Humanities Elective	3
TOTAL			15/16 Hours

CAREER CORE REQUIREMENTS:

ACG	1001	Financial Accounting I	3
CGS	1530	Microcomputer Skills	4
HFT	1000	Introduction to Hospitality Management	3
MAR	2011	Marketing	3
MNA	2345	Supervision	3
OST	2335	Business Communications	3
HFT	2600	Hospitality Law	3
SLS	1331	Personal Business Skills	3
TOTAL			25 Hours

CAREER CORE ELECTIVES:

Students will select 21/20 hours from any HFT, LEI 1000, or FSS Hospitality Management course and/or articulated CEUs.**
In addition, students will select 3 hours from any course in Business or Customer Service Technology.

TOTAL 24/23 Hours

TOTAL DEGREE HOURS 64

***HUMANITIES ELECTIVE:**

Students will select any course listed in the General Education plan under the Humanities category. PHI 2600 Ethics, is strongly recommended.

****CONTINUING EDUCATION UNITS (CEUs):**

A maximum of 45 Edison Community College Continuing Education Units (CEUs) in Hospitality Management or related areas may be articulated into a maximum of 15 College Credits with the approval of the Dean.

Life experience, and/or training from appropriate hospitality properties (hotel, motel, restaurant, and/or tourism) not to exceed 15 college credit hours, may be awarded to a student who has completed 24 college credit hours and who has been employed in a hospitality-related field. Any credit to be awarded will be based upon the evaluation of a portfolio prepared in the course SLS 1371 Portfolio Development, to include certificate of course completion or other documented life/training experience.

BUSINESS ADMINISTRATION AND MANAGEMENT**INTERNATIONAL BUSINESS OPTION**

The Business Administration and Management Associate in Science degree program provides a broad foundation of knowledge and skills necessary for students seeking entry-level employment in various business fields, and for those presently employed in business and desiring advancement. The International Business Option will provide the business student with specialized training in the technical aspects of international business. Students will study international marketing and distribution, banking and finance, and cross-cultural communications.

COURSE PREREQUISITES:

MAC 1102 or permission of instructor (STA 2040)
OST 1100 or equivalent proficiency (OST 1110)
ACG 2011 (ACG 2071)
ACG 1001, MAC 1102, or permission of instructor (ACG 2011)
Testing or MAT 9024 (MGF 1113)

PROGRAM PREREQUISITES:

NONE

GENERAL EDUCATION REQUIREMENTS:

			Credit Hours
ENC	1101	Composition I	3
SPC	1010	Fundamentals of Speech Communications (Business Communications Emphasis)	3
MGF	1113	Topics in Finite Mathematics or higher	3/4
ECO	2013	Economics I	3
		*Humanities Elective	3
TOTAL			15/16

CAREER CORE REQUIREMENTS:

ACG	1001	Financial Accounting I	3
GEB	1011	Introduction to Business	3
CGS	1530	Microcomputer Skills	4
OST	2335	Business Communications	3
INR	2002	International Relations	3
MAR	2141	International Marketing and Business Practices	3
BAN	2155	International Banking and Finance	3
SLS	1331	Personal Business Skills	3
TOTAL			25

CAREER CORE ELECTIVES:

Students will choose 24/23 hours from the following courses: Two semesters of a Foreign Language of choice, MAN 2021, STA 2040, OST 1110, ACG 2071, ACG 1002, ACG 2011, ECO 2023, or any course in Business (e.g., MNA 2300 or MAN 2800), Customer Service Technology, Hospitality, Banking and Finance, and Real Estate.

TOTAL 24/23

TOTAL DEGREE HOURS 64

***HUMANITIES ELECTIVE:**

Students will select any course listed in the General Education plan under the Humanities category. PHI 2600 Ethics, is strongly recommended.

BUSINESS ADMINISTRATION AND MANAGEMENT

SMALL BUSINESS MANAGEMENT OPTION (BUSINESS ADMINISTRATION AND MANAGEMENT ARTICULATION AGREEMENT)

This A.S. Degree Program is a program developed under a special articulation agreement between Edison Community College and Charlotte, James Lorenzo Walker, Lee Central and Lee North Technical Centers. This agreement allows vocational/technical program completers to apply for a maximum of 30 college credits under the Associate in Science in Business Administration and Management (Small Business Option). Edison will accept vocational/technical program completers within five years or less of enrollment at the college.

COURSE PREREQUISITES:

Testing (MTB 1103)

PROGRAM PREREQUISITES:

Completion of a 900 hour or more area technical school program.

GENERAL EDUCATION REQUIREMENTS:

			Credit Hours
ENC	1101	Composition I	3
SPC	1010	Fundamentals of Speech Communications (Business Communications Emphasis)	3
MTB	1103	Business Mathematics or higher	3/4
PHI	2600	Ethics	3
INP	2301	Human Relations in Business & Industry	3
TOTAL			15/16 Hours

CAREER CORE REQUIREMENTS:

ACG	1002	Microcomputer Accounting Applications	3
GEB	1011	Introduction to Business	3
FIN	2100	Personal Finance	3
MAN	2800	Small Business Management	3
OST	2335	Business Communications	3
SLS	1331	Personal Business Skills	3
TOTAL			18 Hours

CAREER CORE ELECTIVE:

One hour of electives chosen from
Business, Computer, Engineering or
Electronics, if necessary

1 Hour

TECHNICAL SPECIALTY REQUIREMENT:

Any student completing an approved vocational program of study consisting of 900 contact hours or more from Charlotte Vocational Technical Center, James Lorenzo Walker Vocational Technical Center, Lee County High Tech Central or Lee County High Tech North will, upon application to Edison Community College, be eligible for a maximum of thirty (30) post secondary adult vocation credit hours. These 30 college credit hours will apply toward the completion of the Associate in Science Degree in Business Administration and Management (Small Business Option).

TOTAL 30 Hours
TOTAL DEGREE HOURS 64

CARDIOVASCULAR TECHNOLOGY

The Cardiovascular Technology Program offers students the opportunity to obtain an Associate in Science Degree in Cardiovascular Technology. The Cardiovascular Technologist is employed in cardiac catheterization laboratories, cardiac ultrasound laboratories and in cardiac non-invasive laboratories. The Cardiovascular Technology Program is fully accredited by the Commission on Accreditation of Allied Health Education Programs. Our specialty of invasive cardiology will prepare the graduate to function in all aspects in the cardiac catheterization laboratory. The Cardiovascular Technologist performs diagnostic studies on patients in order to quantify cardiac disease. They also perform therapeutic procedures including cardiac angioplasty.

The program annually recruits a freshman class which begins in the Fall semester. The deadline for Application is June 1 of each year. Currently twenty freshmen are accepted each year. Class size is limited by the number of cardiology laboratories in the clinical affiliates needed for the training of students. Graduates are eligible to take the national registry examination as offered by Cardiovascular Credentialing International. The successful candidate will receive the RCVT (Registered Cardiovascular Technologist) credential. Students also will have the opportunity to train in the area of Echocardiography as an elective component of this program.

The Cardiovascular Technology Program is a limited admission program. The criteria for admission are available through the program office or through the Health Science division office.

Application Deadline: June 1

COURSE PREREQUISITES:

BSC 1010 or completion of a course in Cellular Biology, or mastery as demonstrated by departmental examination (BSC 1085).

PROGRAM PREREQUISITES:

The Program prerequisite encompasses successful completion of program acceptance process including program-level admissions points, competition with all other applicants based on academic transcript evaluation and affective skills demonstration. The enrollment process requires satisfactory completion of an immunization and health report.

GENERAL EDUCATION REQUIREMENTS:

			Credit Hours
ENC	1101	Composition I	3
PSY	2013	General Psychology	3
BSC	1085	Anatomy and Physiology I	3
BSC	1085L	Anatomy and Physiology Lab	1
BSC	1086	Anatomy and Physiology II	3
BSC	1086L	Anatomy and Physiology II Lab	1
MAC	1102	Algebra	3
CHM	2030	Introduction to College Chemistry	3
CHM	2030L	Introduction to College Chemistry Lab	1
PHY	1007	Physics for Health Sciences	3
MCB	2013	Microbiology	3
MCB	2013L	Microbiology Lab	1
		Humanities Elective	3
TOTAL			31 Hours

CAREER CORE REQUIREMENTS:

RET	1024	Introduction to Cardiopulmonary Tech.	3
RET	1616C	Cardiopulmonary Anatomy & Physiology	2
RET	1821L	Freshman Clinic	2
CPT	1200	Cardiovascular Pharmacology	2
CPT	2420C	Invasive Cardiology I	4
CPT	2620C	Non-Invasive Cardiology I	4
CPT	2840L	Cardiovascular Practicum II	7
CPT	2421C	Invasive Cardiology II	4
CPT	2841L	Cardiovascular Practicum III	7
RET	2244	Critical Care Applications	2
CPT	1920	Cardiovascular Technologist as a Prof.	2
CPT	2842L	Cardiovascular Practicum IV	7
TOTAL			46 Hours

CAREER CORE ELECTIVES:

CPT	2621C	Non-Invasive Cardiology II—Echo.	4
TOTAL			4 Hours
TOTAL DEGREE HOURS			77

General Education Requirements are included in the required sequences listed above. Some students prefer to take most or all of their general education courses before entering the Cardiovascular sequence. This is recommended, especially for those students who must work or those who have heavy family obligations.

CITRUS PRODUCTION TECHNOLOGY

The Citrus Production Technology A.S. degree program is a cooperative program between the University of Florida's Institute of Food and Agricultural Sciences (UF/IFAS) Center at Immokalee, Florida, and Edison Community College. It is designed for mid-level grove technicians and mid-level managers in the citrus industry. The technical courses are provided by UF/IFAS; Edison provides the A.S. degree general education requirements and electives, and grants the degree. For the citrus courses, the student must register with the University of Florida. Registration may be accomplished on the first night of class. For information regarding the scheduling of the citrus classes, please call the UF/IFAS Center at Immokalee at (941) 657-5221.

COURSE PREREQUISITES:

Testing or MAT 9024 (MGF 1113)
HOS 1541 (PMA 2202)
FRC 1211 (MAG 2731)

PROGRAM PREREQUISITES:

NONE

GENERAL EDUCATION REQUIREMENTS:

			Credit Hours
ENC	1101	Composition 1	3
SPC	1010	Fundamentals of Speech Communications	3
MGF	1113	Topics in Finite Mathematics or higher	3/4
PSY	2013	General Psychology I	3
ISC	1001	Contemporary Interdisciplinary Science	2
ISC	1001L	Contemporary Interdisciplinary Science Lab	1
ECO	2013	Economics I	
		or	
POS	2112	American State and Local Politics	3
		Humanities Elective	3
TOTAL			21/22 Hours

CAREER CORE REQUIREMENTS:**Citrus Courses:**

*AGG	2933	Current Topics in Agriculture	3
*AMO	2730	Introduction to Water Management	3
*HOS	1541	Citrus Culture I	3
*HOS	2542	Citrus Culture II	3
*PMA	2202	Pest & Pesticides	3
*SOS	2104	Soils and Fertilizers	3

*Offered by UF/IFAS at Immokalee

Business & Technology Courses:

ORH	1008C	Introduction to Horticulture	3
ACG	1001	Financial Accounting I	3
GEB	1011	Introduction to Business	3
SLS	1331	Personal Business Skills	3
TOTAL			30 Hours

GENERAL ELECTIVES:

Students may choose 10/11 Credit Hours from any courses other than Learning Assistance.

TOTAL 11/10 Hours

+HUMANITIES

Elective may be chosen from courses listed in the General Education Plan under the Humanities category.

TOTAL DEGREE HOURS 62

COMPUTER PROGRAMMING AND APPLICATIONS

APPLICATIONS OPTION

The Computer Programming and Applications degree program is designed to give students the necessary technical training to enter the computer technology industry. The training is practical in nature and emphasizes performance of job tasks similar to those performed in today's advanced computer technology environment. The Applications Option is designed to train the student in the proficient use of the most modern computer application software programs used in today's business community.

COURSE PREREQUISITES:

ACG 2071, CGS 1000, or permission of instructor (ACG 2450)
OST 1712, or equivalent proficiency (OST 2722)
CGS 1530, or equivalent proficiency (CGS 2511)
CGS 1530, or equivalent proficiency (CGS 2541)

PROGRAM PREREQUISITES:

NONE

GENERAL EDUCATION REQUIREMENTS:

			Credit Hours
ENC	1101	Composition I	3
SPC	1010	Fundamentals of Speech Communications (Business Communications Emphasis)	3
MAC	1102	Algebra	3
INP	2301	Human Relations in Business & Industry	3
PHI	2100	Logic: Reasoning & Critical Thinking or	3
ART	2600C	Introduction to Computer Art	3
TOTAL			15 Hours

CAREER CORE REQUIREMENTS:

CGS	1530	Microcomputer Skills	4
OST	1712	WordPerfect I	3
MAN	2021	Management Principles	3
CGS	2511	Advanced Spreadsheet Computing	3
CGS	2541	Advanced Database Computing	3
ACG	1002	Microcomputer Accounting Applications	3
OST	2335	Business Communications	3
SLS	1331	Personal Business Skills	3
TOTAL			25 Hours

CAREER CORE ELECTIVES:

Students must choose 23 Credit Hours from the following courses:
ACG 1001, ACG 2450, CGS 1000, MAN 2300, MNA 2345, OST 1100, OST 2722, CGS 1560, CGS 1580, ETD 1320, or any other Computer, Engineering or Business course.

TOTAL	23 Hours
TOTAL DEGREE HOURS	63

COMPUTER PROGRAMMING AND APPLICATIONS

PROGRAMMING OPTION

The Computer Programming and Applications degree program is designed to give students the necessary technical training to enter the computer technology industry. The training is practical in nature and emphasizes performance of job tasks similar to those performed in today's advanced computer technology environment. The Programming Option gives the student in-depth training in the C++ Programming Language.

COURSE PREREQUISITES:

*MAT 1033, or higher, and CGS 1000, or equivalent proficiency (CIS 1000)
CIS 1000, MAC 1102, PHI 2100, (COP 1221)
COP 1221 (COP 2222)
CIS 1000, or equivalent proficiency (CIS 2321)
CET 2112 (CET 2123)
CIS 1000, or equivalent proficiency (COP 2340)
CIS 1000, or equivalent proficiency (COP 2700)
COP 2222, CIS 2321, COP 2700 (CIS 2910)

PROGRAM PREREQUISITES:

NONE

GENERAL EDUCATION REQUIREMENTS:

			Credit Hours
ENC	1101	Composition I	3
SPC	1010	Fundamentals of Speech Communications (Business Communications Emphasis)	3
MAC	1102	Algebra	3
INP	2301	Human Relations in Business & Industry	3
PHI	2100	Logic: Reasoning & Critical Thinking	3
TOTAL			15 Hours

CAREER CORE REQUIREMENTS:

CIS	1000	Introduction to Computer Science	3
COP	1221	Intermediate Programming in C++	3
COP	2222	Advanced Programming in C++	3
CIS	2321	Data Systems Analysis & Management	3
CIS	2910	Programming Project Development	3
ACG	1002	Microcomputer Accounting Applications	3
COP	2700	Database Programming	3
COP	2340	Operating Systems	3
OST	2335	Business Communications	3
SLS	1331	Personal Business Skills	3
TOTAL			30 Hours

CAREER CORE ELECTIVES:

Students must choose 18 credit hours from the following courses:
ACG 1001, CGS 1000, CGS 1363, CET 2112, CGS 1530, MAN 2021, ART 2600C, CET 2113, CET 2123, EET 2355, ETD 1320 or any other Computer, Drafting and Design, or Electronics course.

TOTAL	18 Hours
TOTAL DEGREE HOURS	63

*Students must have successfully completed MAT 1033, or tested into a higher level math course.

COMPUTER PROGRAMMING AND APPLICATIONS

MANAGEMENT INFORMATION SYSTEMS OPTION

The Computer Programming and Applications degree program is designed to give students the necessary technical training to enter the computer technology industry. The training is practical in nature and emphasizes performance of job tasks similar to those performed in today's advanced computer technology environment. The Management Information Systems Option is designed for students who wish to enter the business community with computer management skills. Courses are available for the beginning student as well as for professionals returning for more specific knowledge in advanced data processing techniques

COURSE PREREQUISITES:

CGS 1000, or equivalent proficiency (CIS 1000)
CDA 1102 (CDA 2500)
CIS 1000, or equivalent proficiency (CDA 1102)
CIS 1000, or equivalent proficiency (CIS 2321)
CET 2112 (CET 2123)
CIS 1000, or equivalent proficiency (COP 2340)
CIS 1000, or equivalent proficiency (COP 2700)
ACG 2071, CGS 1000, or permission of instructor (ACG 2450)
CGS 1530 or equivalent proficiency (CGS 2511)
CIS 1000, MAC 1102, PHI 2600 (COP 1221)

PROGRAM PREREQUISITES:

NONE

GENERAL EDUCATION REQUIREMENTS:

		Credit Hours
ENC	1101	Composition I
SPC	1010	Fundamentals of Speech (Business Communications Emphasis)
MAC	1102	Algebra
INP	2301	Human Relations in Business & Industry
PHI	2100	Logic: Reasoning & Critical Thinking
TOTAL		15

CAREER CORE REQUIREMENTS:

CGS	1530	Microcomputer Skills	4
CIS	1000	Introduction to Computer Science	3
ACG	1002	Microcomputing Accounting Applications	3
CIS	2321	Data Systems Analysis & Management	3
COP	2700	Database Programming	3
COP	2340	Operating Systems	3
CDA	1102	Networking I	3
CDA	2500	Networking II	3
EET	2355	Data Communications	3
OST	2335	Business Communications	3
SLS	1331	Personal Business Skills	3

TOTAL **34**

CAREER CORE ELECTIVES:

Students must choose 14 credit hours from the following courses: ACG 2450, CGS 1000, CGS 1363, CGS 2511, ART 2600C, CGS 1580, CET 2112, MAN2021, CET 2113, CET2123, EET 2355, ETD 1320, COP 1221, or any other Computer, Engineering, Business, or Electronics course.

TOTAL **14**
TOTAL DEGREE HOURS **63**

CRIMINAL JUSTICE TECHNOLOGY

The Associate in Science degree is designed for the in-service criminal justice employee. This program has a high concentration of criminal justice subjects coupled with basic courses in Humanities, English, Mathematics, and Social Sciences. In addition, qualified employees are eligible to receive college credit toward career core requirements for their job-related experience.

COURSE PREREQUISITES:

None

PROGRAM REQUIREMENTS:

Technical specialty credits will be awarded through inter-institutional articulation agreements. Student must have successfully completed an approved Florida Department of Law Enforcement Academy and produce proof of current certification as a Law Enforcement Officer or a Corrections Officer. CLEP testing may not be used for the Humanities or CJD 2501 Instructor Techniques requirements.

GENERAL EDUCATION REQUIREMENTS:

		Credit Hours
ENC	1101	Composition I
ENC	1102	Composition II (Technical Writing)
MGF	1113	Topics in Finite Mathematics or higher
		*Humanities
		*Social/Behavioral Science
TOTAL		15/16 Hours

CAREER CORE REQUIREMENTS

CCJ	1300	Introduction to Corrections	
		or	
CCJ	1020	Introduction to Criminal Justice	3
CJD	2501	Instructor Techniques	5
CCJ	2500	Juvenile Delinquency	3
TOTAL			11 Hours

TECHNICAL SPECIALTY

REQUIREMENTS:

24/27 Hours

Any student completing an approved Criminal Justice Academy Program of Study will, upon acceptance to Edison Community College, be eligible for a maximum of 27 credits (law enforcement) or 24 credits (corrections). The articulated credits will activate the award of the Associate in Science Degree in Criminal Justice Technology following completion of all other degree requirements.

GENERAL ELECTIVES:

10/14 Hours

It is strongly recommended that general elective credits be chosen from the Criminal Justice, Emergency Medical, Fire, and/or Computer Science categories. A maximum of four (4) Health & Wellness credits may be applied as general electives. Degree seeking students with documentation of one year of law enforcement experience may receive up to six hours of credits in lieu of MAN 2942 and MAN 2943 Work Experience Practicums.

*Humanities and Social/Behavioral Science electives may be chosen from any course listed in the general education plan under the Humanities or Social Science category.

TOTAL DEGREE HOURS **64 Hours**

**CRIMINAL JUSTICE TECHNOLOGY-
ACADEMY TRACK**

CORRECTIONS OFFICER**COURSE PREREQUISITES:**

Successful completion of all basic correctional officer courses at the Southwest Florida Criminal Justice Academy.

CJD 1707 Bridge (Legal-CO)

CJD 1748 Bridge (Operations)

CJD 1709 Bridge (Interpersonal)

PROGRAM PREREQUISITES:

Students must successfully complete the Correctional Officer Track of the Southwest Florida Criminal Justice Academy program and produce an official transcript. Upon acceptance to Edison Community College, students will be eligible for 24 credits. The articulated credits will activate the award of the Associate in Science Degree in Criminal Justice Technology following completion of all other degree requirements. CLEP testing may not be used for the Humanities or CJD 2501 Instructor Techniques requirements.

GENERAL EDUCATION REQUIREMENTS:

		Credit Hours
ENC 1101	Composition I	3
ENC 1102	Composition II (Technical Writing)	3
MGF 1113	Topics in Finite Mathematics or higher	3/4
	*Humanities	3
	*Social/Behavioral Science	3
TOTAL		15/16 Hours

CAREER CORE REQUIREMENT:**CORRECTIONAL OFFICER**

CJD 1707	Bridge (Legal-CO)	6
CJD 1748	Bridge (Operations)	6
CJD 1709	Bridge (Interpersonal)	12
CJD 2501	Instructor Techniques	5
TOTAL		29 Hours

CAREER CORE ELECTIVES: 6 Hours

Students must choose six (6) credit hours from the following categories: Criminal Justice, Emergency Medical Technology, Fire Science or Computer Sciences.

GENERAL ELECTIVES: 13/14 Hours

It is strongly recommended that general elective credits be chosen from the Criminal Justice, Emergency Medical, Fire, and/or Computer Science categories. A maximum of four (4) Health & Wellness credits may be applied as general electives.

*Humanities and Social/Behavioral Science electives may be chosen from any course listed in the general education plan under the Humanities or Social Science category.

TOTAL DEGREE HOURS 64

**CRIMINAL JUSTICE TECHNOLOGY-
ACADEMY TRACK**

LAW ENFORCEMENT OFFICER**COURSE PREREQUISITES:**

Successful completion of all basic law enforcement courses at the Southwest Florida Criminal Justice Academy.

CJD 1706 Bridge (Legal-Leo)

CJD 1708 Bridge (Communications)

CJD 1727 Bridge (Patrol/Traffic)

PROGRAM PREREQUISITES:

Students must successfully complete the Basic Law Enforcement Officer Track of the Southwest Florida Criminal Justice Academy and produce an official transcript. Upon acceptance to Edison Community College, students will be eligible for 27 credits. The articulated credits will activate the award of the Associate of Science Degree in Criminal Justice Technology following the completion of all other degree requirements. CLEP testing may not be used for the Humanities or CJD 2501 Instructor Techniques requirements.

GENERAL EDUCATION REQUIREMENTS:

		Credit Hours
ENC 1101	Composition I	3
ENC 1102	Composition II (Technical Writing)	3
MGF 1113	Topics in Finite Mathematics or higher	3/4
	*Humanities	3
	*Social/Behavioral Science	3
TOTAL		15/16 Hours

CAREER CORE REQUIREMENT:**LAW ENFORCEMENT OFFICER**

CJD 1706	Bridge (Legal - LEO)	8
CJD 1708	Bridge (Communications)	9
CJD 1727	Bridge (Patrol/Traffic)	10
CJD 2501	Instructor Techniques	5
TOTAL		32 Hours

CAREER CORE ELECTIVES: 6 Hours

Students must choose six (6) credit hours from the following categories:

Criminal Justice, Emergency Medical Technology, Fire Science or Computer Sciences.

GENERAL ELECTIVES: TOTAL 10/11 Hours

A maximum of four (4) Health & Wellness credits may be applied as General Electives.

*Humanities and Social/Behavioral Science electives may be chosen from any course listed in the general education plan under the Humanities or Social Science category.

TOTAL DEGREE HOURS 64

DENTAL HYGIENE

The Dental Hygiene program prepares the student to practice as a licensed dental hygienist. A graduate of the program is eligible to take the Dental Hygiene National Board, and, upon successful completion of that board, is eligible to take the state board to obtain a state license.

The program annually recruits a freshman class in the Spring term. The deadline to apply is September 1 of each year. The program is comprised of general education courses, dental hygiene courses and clinical practice. The general education course work is acceptable from any accredited college and/or any Edison Campus. The dental hygiene core courses are offered only on the Lee Campus; the clinical practice site(s) are in the five-county service district.

The Dental Hygiene program has limited enrollment due to clinical facilities and accreditation standards. Each applicant must meet specific criteria which are listed in the admission policies. The Criteria for Admission Policies are available through the program office or through the Division of Health and Science.

The Program is now fully accredited by the American Dental Association Commission on Dental Accreditation.

The student must purchase uniforms, an instrument kit, liability insurance, and books. There are fees for tuition, graduation, laboratory, clinic, licenses, and association dues.

DENTAL HYGIENE TECHNOLOGY

Application Deadline: September 1

COURSE PREREQUISITES:

BSC 1010 or completion of a course in Cellular Biology, or mastery as demonstrated by departmental examination (BSC 1085)

PROGRAM PREREQUISITES:

The Program prerequisite encompasses successful completion of program acceptance process including program-level admissions points, competition with all other applicants based on academic transcript evaluation and affective skills demonstration. The enrollment process requires satisfactory completion of an immunization and health report.

GENERAL EDUCATION REQUIREMENTS:

			Credit Hours
ENC	1101	Composition I	3
PSY	2013	General Psychology	3
BSC	1085	Anatomy and Physiology I	3
BSC	1085L	Anatomy and Physiology I Lab	1
BSC	1086	Anatomy and Physiology II	3
BSC	1086L	Anatomy and Physiology II Lab	1
MAC	1102	Algebra	3
CHM	2030	Introductory to College Chemistry	3
CHM	2030L	Introductory to College Chemistry Lab	1
HUN	1001	Nutrition	3
MCB	2013	Microbiology	3
MCB	2013L	Microbiology Lab	1
SYG	1000	Sociology	3
SPC	1010	Fundamentals of Speech Communications	3
TOTAL			34 Hours

CAREER CORE REQUIREMENTS:

DEH	1810	Introduction to Dental Hygiene	1
DES	1020C	Head, Neck, & Oral Anatomy	2
DEH	1001C	Clinical Procedures	2
DEH	1601	Preventive Dentistry	2
DEH	1003	Dental Hygiene I	2
DEH	1003L	Dental Hygiene I Preclinic	3
DES	1200C	Radiology	2
DEH	1802	Dental Hygiene II	2
DEH	1802L	Dental Hygiene II Clinical	3
DEH	1602	Periodontics	2
DES	1100C	Dental Materials	2
DEH	2530C	Expanded Functions Lab	2
DEH	1820	Dental Office Emergencies	1
DES	1030	Oral Histology Embryology	2
DES	2050	Pharmacology	2
DES	2044	General and Oral Pathology	2
DEH	2804	Dental Hygiene III	2
DEH	2804L	Dental Hygiene III Clinical	4
DEH	2806	Dental Hygiene IV	2
DEH	2806L	Dental Hygiene Clinical	4
DEH	2702	Community Dental Health	2
DEH	2702L	Community Dental Health Practicum	1
DEH	2930	Seminar	1
DEH	2808	Dental Hygiene V	2
DEH	2808L	Dental Hygiene V Clinical	4
TOTAL			54 Hours
Total Degree Hours:			88



DRAFTING AND DESIGN TECHNOLOGY

CAD OPTION

The Drafting and Design Technology Program has been planned to give students the necessary training and background for careers of a technical nature. The courses are designed to qualify students, through specialized and intensive instruction, for many technical positions. The programs are designed both for those who would like to enter careers in Engineering Technology, and offer those currently employed who are interested in expanding their career opportunities. The CAD emphasis option is designed to give students the necessary technical training and skills in the drafting and architectural design area.

COURSE PREREQUISITES:

MAC 1102 or equivalent mathematical proficiency (EGS 1001)
ETD 1320 (ETD 1103C)
MAC 1102, or permission of instructor (MAC 1140)
MAC 1140 or equivalent or permission of instructor (MAC 1114)
ETD 1320 (ETD 2350)
ETD 1320 (ETD 1538)
SUR 1100C (SUR 2140C)
ETD 2350, MAC 1102 or higher (CGS 1363)

PROGRAM PREREQUISITES:
NONE

GENERAL EDUCATION REQUIREMENTS:

		Credit Hours
ENC 1101	Composition I	3
SPC 1010	Fundamentals of Speech Communications (Business Communications Emphasis)	3
MAC 1140	Pre-Calculus Algebra or higher	3
MAC 1114	Trigonometry	3
ART 1201C	Basic Design	3
ISC 1001	**Contemporary Interdisciplinary Science I	
ISC 1001L	Contemporary Interdisciplinary Science I Lab or	
ISC 1002	**Contemporary Interdisciplinary Science II	2
ISC 1002L	Contemporary Interdisciplinary Science II Lab	1
	*Social/Behavioral Science Elective	3
TOTAL		21 Hours

CAREER CORE REQUIREMENTS:

ETD 1100	Engineering Graphics I (Manual)	4
ETD 1320	Computer Aided Drafting	3
EGS 1001	Introduction to Engineering	3
ETD 1220	Engineering Graphics II (Manual)	4
ETD 1538	AutoCad for Residential Architecture	4
ETD 2350	Advanced Computer Aided Drafting	3
ETD 1103C	Engineering Graphics I (ACAD)	4
BCN 2220	Construction Procedures	4
OST 2335	Business Communications	3
SLS 1331	Personal Business Skills	3
TOTAL		35 Hours

CAREER CORE ELECTIVES:

Students must choose 6 credit hours from the following courses:
MAC 1102, ETD 1530, ETD 2821, ETD 1541, SUR 2140, EET 1035,
CGS 1363, CGS 1530

TOTAL 6 Hours

*SOCIAL/BEHAVIORAL SCIENCE ELECTIVE:

Students may choose 3 credits from any course listed in the General Education plan under the Social Science Category.

**Students may take Physics, Chemistry, or Geology, if desired.

TOTAL DEGREE HOURS 62

DRAFTING AND DESIGN TECHNOLOGY

CIVIL ENGINEERING OPTION

The Drafting and Design Technology Program has been planned to give students the necessary training and background for careers of a technical nature. The courses are designed to qualify students, through specialized and intensive instruction, for many technical positions. The programs are designed both for those who would like to enter careers in Engineering Technology, and offer those currently employed who are interested in expanding their career opportunities. The Civil Engineering emphasis is designed to qualify students for technical positions in the civil engineering area.

COURSE PREREQUISITES:

MAC 1102 or equivalent mathematical proficiency (EGS 1001)
ETD 1320 (ETD 1103C)
MAC 1102, or permission of instructor (MAC 1140)
MAC 1140 or equivalent or permission of instructor (MAC 1114)
ETD 1320 (ETD 2350)
ETD 1320 (ETD 1538)
SUR 1100C (SUR 2140C)
ETD 2350 AND MAC 1102 or higher (CGS 1363)

PROGRAM PREREQUISITES:
NONE

GENERAL EDUCATION REQUIREMENTS:

		Credit Hours
ENC 1101	Composition I	3
SPC 1010	Fundamentals of Speech Communications (Business Communications Emphasis)	3
MAC 1102	Algebra or higher	3
MAC 1140	Pre-Calculus Algebra	3
MAC 1114	Trigonometry	3
GLY 1010	Physical Geology	3
GLY 1010L	Physical Geology Laboratory	2
	*Humanities Elective	3
	*Social/Behavioral Science Elective	3
TOTAL		26 Hours

CAREER CORE REQUIREMENTS:

ETD 1320	Computer Aided Drafting	3
SUR 1100C	Surveying	4
EGS 1001	Introduction to Engineering	3
ETD 1103C	Engineering Graphics I (ACAD)	4
ETD 1541	Topographical Drawing	4
ETD 1220	Engineering Graphics II	4
SLS 1331	Personal Business Skills	3
TOTAL		25 Hours

CAREER CORE ELECTIVES:

Students must choose 6 Credit Hours from the following courses:
BCN 2220, CGS 1530, ETD 1100, ETD 1530, ETD 1538, ETD 2350,
SUR 2140C, CGS 1363.

TOTAL 6 Hours

GENERAL ELECTIVES:

Students must choose 5 credit hours which can be chosen from:
Any Business, Computer, or Engineering category.

TOTAL 5 Hours

SOCIAL/BEHAVIORAL SCIENCE ELECTIVE AND HUMANITIES ELECTIVE:

May be selected from any course listed in the General Education plan under the Social Science Category or Humanities category.

TOTAL DEGREE HOURS 62

DRAFTING AND DESIGN TECHNOLOGY

LAND SURVEYING OPTION

The Drafting and Design Technology Program has been planned to give students the necessary training and background for careers of a technical nature. The courses are designed to qualify students, through specialized and intensive instruction, for many technical positions. The programs are designed both for those who would like to enter careers in Engineering Technology, and offer those currently employed who are interested in expanding their career opportunities. The Land Surveying emphasis is designed to give students specialized training in land surveying techniques.

COURSE PREREQUISITES:

MAC 1102 or equivalent mathematical proficiency (EGS 1001)
ETD 1320 (ETD 1103C)
MAC 1102, or permission of instructor (MAC 1140)
MAC 1140 or equivalent or permission of instructor (MAC 1114)
ETD 1320 (ETD 2350)
ETD 1320 (ETD 1538)
SUR 1100C (SUR 2140C)
MAC 1102 or higher or permission of instructor (AST 2005)
ETD 2350, MAC 1102 or higher (CGS 1363)

PROGRAM PREREQUISITES:

NONE

GENERAL EDUCATION REQUIREMENTS:

		Credit Hours
ENC 1101	Composition I	3
SPC 1010	Fundamentals of Speech Communications (Business Communications Emphasis)	3
MAC 1102	Algebra or higher	3
MAC 1140	Pre-Calculus Algebra	3
MAC 1114	Trigonometry	3
AST 2005	Astronomy I	3
	*Humanities Elective	3
	*Social/Behavioral Science Elective	3
TOTAL		24 Hours

CAREER CORE REQUIREMENTS:

ETD 1320	Computer Aided Drafting	3
SUR 1100C	Surveying	4
EGS 1001	Introduction to Engineering	3
ETD 1103C	Engineering Graphics I (ACAD)	4
SUR 2140C	Advanced Surveying	4
ETD 1220	Engineering Graphics II	4
OST 2335	Business Communications	3
SLS 1331	Personal Business Skills	3
TOTAL		28 Hours

CAREER CORE ELECTIVES:

Students must choose 6 credit hours from the following courses:
BCN 2220, CGS 1530, ETD 1100, ETD 1530, ETD 1538, ETD 2350,
ETD 1541, MTB 1323, CGS 1363.

TOTAL 6 Hours

GENERAL ELECTIVES:

Students must choose 4 credit hours which can be chosen from:
Any Business, Computer, or Engineering category.

TOTAL 4 Hours

SOCIAL/BEHAVIORAL ELECTIVE AND HUMANITIES ELECTIVE:

May be selected from any course listed in the General Education plan under the Social Science Category or Humanities category.

TOTAL DEGREE HOURS 62

ELECTRONICS ENGINEERING TECHNOLOGY

The Electronics Engineering Technology Program provides students with the opportunity to acquire skills and knowledge in the theory and application of electronics technology. Electronic circuit design, current analysis, and printed circuit board design and fabrications are offered to the electronics student. The curriculum includes training in the classroom and laboratory on the training equipment utilizing semi-conductors, integrated circuits, programmable controllers, data communications, and computer controlled robots and mills.

COURSE PREREQUISITES:

EET 1035 (EET 2326)
EET 1035, EET 2135 (EET 2155)
CET 2112 (CET 2123)

PROGRAM PREREQUISITES:

NONE

GENERAL EDUCATION REQUIREMENTS:

		Credit Hours
ENC 1101	Composition I	3
SPC 1010	Fundamentals of Speech Communications (Business Communications Emphasis)	3
MAC 1102	Algebra	3
INP 2301	Human Relations in Business & Industry	3
	*Humanities Elective	3
TOTAL		15 Hours

CAREER CORE REQUIREMENTS:

EET 1035	Fundamentals of DC/AC Circuits	3
ETD 1320	Computer-Aided Drafting	3
EET 2135	Solid State Electronic Devices	3
EET 2326	Fundamentals of Communications Systems	3
EET 2142	Analog Circuits and Analysis	3
EET 2355	Digital Data Communications	3
CET 2123	Microprocessor Fundamentals	3
CGS 1530	Microcomputer Skills	4
CET 2112	Digital Fundamentals	3
CET 2113	Digital II	3
EST 2222	Fundamentals of Optoelectronic Devices and Systems	3
EET 2930	Special Topics in Electronics	3
OST 2335	Business Communications	3
SLS 1331	Personal Business Skills	3
TOTAL		43 Hours

CAREER CORE ELECTIVES:

Electives recommended for this program are ten (10) hours of Drafting & Design Technology, Computer Programming and Applications, Sciences, and/or Mathematics, Humanities, Social Sciences.

TOTAL 10 Hours

HUMANITIES ELECTIVE:

Elective may be chosen from courses listed in the General Education plan under the Humanities Category.

TOTAL DEGREE HOURS 68

EMERGENCY MEDICAL SERVICES TECHNOLOGY

The Emergency Medical Services Technology Programs prepare the student to become a competent entry-level Emergency Medical Technician-Basic (EMT-B) and/or EMT-Paramedic.

The EMS Technology Program is accredited by the American Medical Association Commission on Accreditation of Allied Health Education Programs in conjunction with the Joint Review Committee on Educational Programs for the EMT-Paramedic.

To be eligible to sit for the Florida EMT-Basic exam, students must successfully complete EMS 2159/2159L, the Fundamentals of Emergency Medical Care. To be eligible to sit for the Florida Paramedic exam, the student must be currently certified as a Florida EMT-B, and successfully complete EMS 2241/2241L through EMS 2245/2245L and EMS 2458.

Students may obtain an Associate of Science Degree in Emergency Medical Services Technology. General Education requirements may be completed concurrently with career core requirements, or following successful Florida paramedic certification.

Purchase of a lab coat and professional liability insurance is required. Students must also provide transportation to clinical and field experiences.

During the Paramedic Program, students will be required to complete a two week rotation in an Operating Room with a local hospital. This rotation is in addition to scheduled class laboratory hours.

COURSE PREREQUISITES:

CPR Certification - Either AHA - BLS for Health Care Provider OR ARC - Basic Rescuer.

EMS 2159/2159L(EMS 2241/2241L)

EMS 2241/2241L(EMS 2242/2242L)

EMS 2242/2242L(EMS 2243/2243L)

EMS 2243/2243L(EMS 2244/2244L, EMS 2458)

EMS 2244/2244L(EMS 2245/2245L)

PROGRAM PREREQUISITES:

Admission requirements for EMS 2241-2458 (Paramedic Program) are as follows; Evidence of current Florida EMT-Basic certification (or eligible for certification - must be FL certified within 90 days of beginning of EMS 2241), a grade point average (GPA) of 2.0 or better, and completion of FCLEPT testing (utilize the SAIL Program prior to testing). If a DLA hold is placed on the student after testing, the student may still register for EMS 2241. All DLA holds must be completed prior to registration for graduation.

GENERAL EDUCATION REQUIREMENTS:

		Credit Hours
ENC	1101	Composition I
ENC	1102	Composition II (Technical Writing)
MAC	1102	Algebra
		or
MGF	1113	Topics in Finite Mathematics
PSY	2013	General Psychology I
		Humanities elective
BSC	1085	Anatomy and Physiology I
BSC	1085L	Anatomy and Physiology I Lab
BSC	1086	Anatomy and Physiology II
BSC	1086L	Anatomy and Physiology II Lab
MCB	2013	Microbiology
MCB	2013L	Microbiology Lab
TOTAL		27 Hours

CAREER CORE REQUIREMENTS:

EMS	2159	Fundamentals of Emergency Medical Care	3
EMS	2159L	Fundamentals of EMC Lab	2
EMS	2241	Paramedic I	2
EMS	2241L	Paramedic I Lab	2
EMS	2242	Paramedic II	3
EMS	2242L	Paramedic II Lab	2
EMS	2243	Paramedic III	6
EMS	2243L	Paramedic III Lab	2
EMS	2244	Paramedic IV	3
EMS	2244L	Paramedic IV Lab	2
EMS	2245	Paramedic V	3
EMS	2245L	Paramedic V Lab	2
EMS	2458	Paramedic Practicum	3
TOTAL			35 Hours

GENERAL ELECTIVES:

11
SLS 1331 Personal Business Skills and CGS 1530 Microcomputer Skills are highly recommended. A maximum of four (4) Health and Wellness credits may be applied as General Electives.

TOTAL DEGREE HOURS 73



FIRE SCIENCE TECHNOLOGY**COURSE PREREQUISITES:**

FFP 2500 or permission of instructor, FFP 2501

PROGRAM PREREQUISITES:

None

GENERAL EDUCATION REQUIREMENTS:

		Credit Hours
ENC 1101	Composition I	3
ENC 1102	Composition II (Technical Writing)	3
MGF 1113	Topics in Finite Mathematics or higher	3/4
	*Humanities of choice	3
	*Social/Behavioral Science of choice	3
TOTAL		15/16 Hours

CAREER CORE REQUIREMENTS

FFP 2150	Fire Service Instructor	3
FFP 2410	Fire Tactics & Strategy I	3
FFP 2200	Prevention and Inspection	3
FFP 2500	Hazardous Materials I	3
FFP 2501	Hazardous Materials II	3
FFP 1130	Fire Company Leadership	3
FFP 2620	Fire Protective Systems	3
FFP 2240	Fire and Arson Investigation	3
FFP 2300	Fire Codes	3
FFP 2320	Fire Protection and Preservation in Building Construction	3
FFP 2326	Blueprint Reading & Plans	3
FFP 2640	Hydraulics	3
FFP 2600	Apparatus and Equipment	3
TOTAL		39

CAREER CORE ELECTIVES:**6 Hours**

Students must choose six (6) credit hours from Emergency Medical Services or Computer Science.

***HUMANITIES AND SOCIAL/BEHAVIORAL SCIENCE ELECTIVES:**

May be chosen from any course listed in the General Education plan under the Humanities or Social/Behavioral Science category.

TOTAL DEGREE HOURS 60**GOLF COURSE OPERATIONS**

Golf Course Operations program prepares students to enter careers in the golf course industry as assistant superintendents with the potential to advance to positions as golf course superintendents. Students will acquire skills and knowledge in all aspects of golf course management including landscape engineering, soils and fertilization, irrigation, weeds and pests and golf course maintenance systems. This training can afford other employment opportunities in athletic field management, managerial and sales positions with sod farms, lawn care companies and manufacturing firms.

COURSE PREREQUISITES:

Testing or MAT 9024 (MGF 1113)

Satisfactory completion of all 1000 level GCO courses (GCO2431, GCO2441, GCO2442, GCO2471, GCO2601, GCO2632, and GCO2741)

Satisfactory completion of all 1000 level GCO courses, ORH 1839C, and SOS 2102 (GCO 2940)

PROGRAM PREREQUISITES:

NONE

GENERAL EDUCATION REQUIREMENTS:

		Credit Hours
ENC 1101	Composition I	3
SPC 1010	Fundamentals of Speech Communications	3
MGF 1113	Topics in Finite Mathematics or higher	3/4
	*Humanities Elective	3
	*Social/Behavioral Science Elective	3
TOTAL		15/16 Hours

CAREER CORE REQUIREMENTS:

GCO 1001	Introduction to Golf Course Industry	3
GCO 1201	Basic Golf Course Mechanics	3
GCO 1400	Turfgrass for Golf Courses	3
GCO 1611	Golf Course Shop Management	3
ORH 1839C	Landscape Engineering	3
GCO 2431	Golf Course Irrigation	3
GCO 2441	Control of Insect and Nematode Pests	3
GCO 2442	Control of Diseases and Weed Pests	3
GCO 2471	Golf Course Maintenance Systems	3
GCO 2601	Materials Calculations	3
GCO 2632	Golf Course Organization and Administration	3
GCO 2741	Plant ID and Landscape Design for Golf Courses	3
SOS 2102	Soils and Fertilization	3
GCO 2940	Golf Course Practicum	3
SLS 1331	Personal Business Skills	3
TOTAL		45 Hours

GENERAL ELECTIVES:

ACG 1001, CGS 1530, MAN 2021, MNA 2345, GEB 1011, BOT 2010C, or any other science course that may be specific to the environment.

TOTAL 9/8 Hours***HUMANITIES AND SOCIAL/BEHAVIORAL SCIENCE ELECTIVES:**

May be chosen from any course listed in the General Education plan under the Humanities or Social/Behavioral Science category.

TOTAL DEGREE HOURS 69

LEGAL ASSISTING

The program in Legal Assisting is designed for students seeking a career in a law-related field as a paraprofessional. Upon successful completion of the program, graduates will be specialists who can manage law office operations, assume certain routine duties of attorneys and directly assist attorneys in handling legal problems. Other roles may include legal research, design and development of new procedures, and interpretation and analysis of documents.

COURSE PREREQUISITES:

PLA 1103 (All PLA Course)

PLA 2114 (PLA 1103)

BUL 2241 (BUL 2242)

PROGRAM PREREQUISITES:

None

GENERAL EDUCATION REQUIREMENTS:

			Credit Hours
ENC	1101	Composition I	3
ENC	1102	Composition II (Technical Writing Emphasis)	3
SPC	1010	Fundamentals of Speech Communication	3
MGF	1113	Topics in Finite Mathematics or higher	3/4
		*Political Science Elective	3
		*Humanities Elective	3
TOTAL			18/19

CAREER CORE REQUIREMENTS:

CGS	1530	Microcomputer Skills	4
PLA	1003	Introduction to Legal Assisting	3
PLA	1103	Legal Research and Writing I	3
PLA	2114	Legal Research and Writing II	3
PLA	2273	Torts and Litigation	3
PLA	2203	Federal Rules of Criminal and Civil Procedure	3
BUL	2241	Business Law I	3
BUL	2242	Business Law II	3
TOTAL			25

CAREER CORE ELECTIVES:

Select 12 credits from these ELECTIVES:

PLA 2433, PLA 2603, PLA 2803, PLA 2504, PLA 2763, CCJ 1020, CCJ 2210, CCJ 2230 BAN 1800 or BAN 1801, HFT 2600, PLA 2942, PLA 2943, PLA 2931

TOTAL 12 Hours

General Electives

Students may choose 8/9 Credit Hours.

TOTAL 9/8 Hours

Political Science Elective

Choose one from: POS 2041, POS 2112, POS 2601, INR 2002

Humanities Elective

Choose one from: PHI 2100, PHI 2010, IDS 1350, HUM 2210, HUM 2230, HUM 2930

TOTAL DEGREE HOURS 64

NURSING (ASSOCIATE IN SCIENCE DEGREE)

The Associate in Science Degree in Nursing prepares the student to take the licensure examination (NCLEX-RN) administered by the State Board of Nursing for Florida, and, upon successful completion of the examination, be licensed as a Registered Nurse in the State of Florida. The Edison Community College nursing program is fully approved by the Florida Board of Nursing and accredited by the National League for Nursing.

The philosophy of the Associate Degree program is that:

1. Nursing is a profession with a body of knowledge derived from nursing concepts, principles, and skills, and the biological, social, and behavioral sciences.
2. Nursing is a caring, service-oriented profession accountable to the client, the community, and the profession.
3. The practice of the associate degree graduate is based on three interrelated roles: (1) provider of care; (2) manager of care; and (3) member of the discipline of nursing.

The nursing program has limited enrollment. Each nursing applicant must meet the application criteria. The selection process has been established by the Department of Nursing and the Nursing Advisory Committee. Applicants with the best qualifications will be invited to join the nursing program.

The A.D.N. program is comprised of general education courses as well as clinical nursing courses. The curriculum incorporates classroom instruction, laboratory simulation, and clinical practice. Area health facilities are utilized, including various clinics and nursing homes. Two possibilities for program completion are: the Basic Program (Generic), or the Advanced Placement Program. Students are admitted to the Basic Program (Generic) on the Lee campus once a year in the fall semester. Students are admitted to the Advanced Placement Program on the Collier and Charlotte campuses in the fall semester, and the Lee campus in the Spring Semester.

The Nursing program is a limited access program. The criteria for admission are available through the program office or through the Health/Science Division.

LICENSURE REQUIREMENTS

If an applicant has been convicted, had any adjudication withheld, or has any criminal charges pending other than a minor traffic violation, the applicant must make arrangements with the Florida Board of Nursing for permission to take the licensure examination upon completion of the program.

Fees and a physical exam are required by the Florida Board of Nursing for the Licensure Examination.

ADMISSION/ACADEMIC STANDARDS

A student must earn a minimum grade of "C" or above in all general education courses required in the Nursing Program. Any course with a grade of "D" or below must be repeated and will not count towards admission. An academic average of "C" or higher and a grade of "Pass" in the clinical portion must be earned in each nursing course in order to continue in the nursing program. Satisfactory completion of the 72 semester hours of approved credit with a grade of "C" or higher is required to graduate.

NURSING

BASIC PROGRAM

Application Deadline: March 1

COURSE PREREQUISITES:

BSC 1085/1085L, (BSC 1010, high school Biology within last 5 years, or completion of a course in cellular biology, or mastery demonstrated by Departmental Exam.)

PROGRAM PREREQUISITES*:

	Credit Hours
BSC 1085/1085L	4
MAC 1102	3
CHM 2030/2030L	4
TOTAL	11

*Prerequisites must be completed **BEFORE** applying to the Nursing Program

GENERAL EDUCATION REQUIREMENTS

ENC 1101	English Composition I	3
DEP 2004	Human Growth and Development	3
BSC 1086/1086L	Anatomy & Physiology II and Lab	4
MCB 2013/2013L	Microbiology and Lab	4
HUM Elective	Writing Intensive Humanities	3
HUN 1001	Fundamentals of Nutrition	3
PSY 2013	General Psychology	3
TOTAL		23

CAREER CORE REQUIREMENTS:

NUR 1010	Introduction to Nursing	3
NUR 1022/1022L	Fundamentals of Nursing	5
NUR 1024L	Fundamentals of Nursing Practicum	1
NUR 1930	Nursing Seminar I	1
NUR 1210/1210L	Adult Nursing I	6
NUR 1240L	Adult Nursing I Practicum	1
NUR 1931	Nursing Seminar II	1
NUR 2212/2212L	Advanced Adult Nursing II	8
NUR 2460/2460L	The Childbearing Family	8
NUR 2810/2810L	Professional Issues and Role Development/Nursing Preceptorship	4
TOTAL		38
TOTAL DEGREE HOURS		72

NURSING

ADVANCED PLACEMENT PROGRAM

Application Deadline:
March 1, Charlotte and Collier Campus
September 1, Lee County Campus

COURSE PREREQUISITES:

BSC 1085/1085L
(BSC 1010, high school Biology within last 5 years, or completion of a course in cellular biology, or mastery demonstrated by Departmental Exam.)

PROGRAM PREREQUISITES*:

	Credit Hours
BSC 1085/1085L	4
BSC 1086/1086L	4
ENC 1101	3
HUN 1001	3
PSY 2013	3
DEP 2004	3
MAC 1102	3
CHM 2030/2030L	4
TOTAL	27

Successful completion of NLN Nursing Mobility Exam

*Prerequisites must be completed **BEFORE** admission to the Career Core

GENERAL EDUCATION REQUIREMENTS:

HUM Elective	Writing Intensive Humanities	3
MCB 2013/2013L	Microbiology and Lab	4
TOTAL		7

CAREER CORE REQUIREMENTS:

NUR 1201/1201L	Transitional Nursing Concepts	5
NUR 1932	Advanced Placement Seminar	1
	Advanced Placement Credit (Awarded after successful completion of NUR 1201/1201L, NUR 1932)	12
NUR 2212/2212L	Advanced Adult Nursing II	8
NUR 2460/2460L	The Childbearing Family	8
NUR 2810/2810L	Professional Issues and Role Development/Nursing Preceptorship	4
TOTAL		38
TOTAL HOURS		72

General Education REQUIREMENTS:

General Education Requirements are included in the required above course sequences. Some students prefer to take most or all of their general education courses before entering the nursing sequence. This is recommended by the nursing program especially for students who must work or those who have heavy family obligations.

RADIOLOGIC TECHNOLOGY

The Radiologic Technologist is an allied health professional who combines patient care procedures with an in-depth knowledge of human anatomy and proficient utilization of medical imaging equipment. The technologist's goal is to produce diagnostic images of the human body with minimum radiation exposure at a level of proficiency that will cause the least discomfort to the patient.

The Radiologic Technology Program is twenty-four months of full-time study. It includes classroom courses and extensive clinical laboratory experience in departments of radiology at participating clinical affiliates.

The program is nationally accredited by the Joint Review Committee on Education in Radiologic Technology. Graduates may apply for the examination of the American Registry of Radiologic Technologists (ARRT) for national certification and subsequent licensure by each individual state.

The program has limited enrollment. A freshman class begins each Fall Semester at both the Lee and Charlotte County campuses. Applicants must meet specific application criteria, including a May 15th program application deadline. Individuals having a criminal record are encouraged to check with the ARRT for registry eligibility.

Students are required to maintain a 2.0 grade point average in each radiologic technology (RTE) course to progress in the program curriculum. Each core course must be taken in sequence. A minimum of 77 credit hours with a 2.0 cumulative grade point average is required for graduation.

Application Deadline: May 15

COURSE PREREQUISITES:

BSC 1010 or completion of a course in Cellular Biology, or mastery as demonstrated by departmental examination (BSC 1085).

PROGRAM PREREQUISITES:

The program prerequisites encompasses the successful completion of the program acceptance process including program-level admissions points, competition with all other applicants based on academic transcript evaluation and affective skills demonstration. The enrollment process requires satisfactory completion of an immunization and health report.

GENERAL EDUCATION REQUIREMENTS:

			Credit Hours
ENC	1101	Composition I	3
PSY	2013	General Psychology	3
BSC	1085	Anatomy and Physiology I	3
BSC	1085L	Anatomy and Physiology I Lab	1
BSC	1086	Anatomy and Physiology II	3
BSC	1086L	Anatomy and Physiology II Lab	1
MAC	1102	Algebra	3
		-OR-	
MGF	1113	Topics in Finite Mathematics	3
		Computer Science Elective	3/4
		Humanities Elective	3
TOTAL			23/24 Hours

CAREER CORE REQUIREMENTS:

RTE	1000	Introduction to Rad & Patient Care	3
RTE	1503	Radiographic Positioning I	3
RTE	1503L	Radiographic Positioning I Lab	2
RTE	1613	Radiographic Physics	4
RTE	1418	Principles of Radiographic Exposure I	3
RTE	1513	Radiographic Positioning II	3
RTE	1804	Radiology Practicum I	3
RTE	1457	Principles of Radiographic Exposure II	2
RTE	1523	Radiographic Positioning III	3
RTE	2542	Advanced Positioning	2
RTE	1814	Radiology Practicum II	3
RTE	1573	Radiologic Science Principles	2
RTE	2563	Special Radiographic Proc/Sectional Anat.	3
RTE	1824	Radiology Practicum III	3
RTE	1001	Radiographic Pathology/Med Terminology	3
RTE	2385	Radiation Biology/Protection	2
RTE	2834	Radiology Practicum IV	3
RTE	2473	Quality Assurance	1
RTE	2061	Radiologic Technology Seminar	2
RTE	2844	Radiology Practicum V	2
RTE	2854	Radiology Practicum VI	2
TOTAL			54 Hours
TOTAL DEGREE HOURS:			77



RESPIRATORY CARE

The Respiratory Care program offers students the opportunity to obtain an Associate in Science Degree in Respiratory Care. Upon completion of the program, students will be registry-eligible therapists and will take the National Board of Respiratory Care Examination. Further, the Respiratory Therapist is employed in the practice of Respiratory Care and has the knowledge and skills necessary to administer respiratory therapy to patients of all ages with varied diseases, and to patients in need of acute and critical care. This program also has special benefits to the economically disadvantaged and minority student. Because of the local need, scholarships have been made available by the local hospitals and the American Lung Association. The program annually recruits a freshman class which begins in the Fall semester. Currently, freshmen are accepted each year in June. The deadline for application to the program is June 1 of each year. Class size is limited by the number of critical care beds of clinical affiliates provide for the training of students.

The Program in Respiratory Care is a limited access program. The Criteria for Admission Policies are available through the program office or through the Division of Health and Sciences. The program in Respiratory Care was initially accredited by the Committee of Allied Health Education and Accreditation in 1986 and re-accredited for five years in 1991 and 1996.

Application Deadline: June 1

COURSE PREREQUISITES:

BSC 1010 or completion of a course in Cellular Biology, or mastery as demonstrated by departmental examination (BSC 1085).

PROGRAM PREREQUISITES:

The program prerequisite encompasses successful completion of program acceptance process including program-level admissions points, competition with all other applicants based on academic transcript evaluation and affective skills demonstration. The enrollment process requires satisfactory completion of an immunization and health report.

GENERAL EDUCATION REQUIREMENTS:

			Credit Hours
ENC	1101	Composition I	3
PSY	2013	General Psychology	3
BSC	1085	Anatomy and Physiology I	3
BSC	1085L	Anatomy and Physiology I Lab	1
BSC	1086	Anatomy and Physiology II	3
BSC	1086L	Anatomy and Physiology II Lab	1
MAC	1102	Algebra	3
CHM	2030	Introductory to College Chemistry	3
CHM	2030L	Introductory to College Chemistry Lab	1
SYG	1000	Sociology	3
MCB	2013	Microbiology	3
MCB	2013L	Microbiology Lab	1
		Humanities Elective	3
TOTAL			31 Hours

CAREER CORE REQUIREMENTS:

RET	1024	Introduction to Cardiopulmonary Tech.	3
RET	1616C	Cardiopulmonary Anatomy & Physiology	2
RET	1821L	Freshman Clinic I	2
RET	1402	Pulmonary Electronic Instrumentation	2
RET	2234C	Respiratory Care	4
RET	2874L	Clinical Practicum II	4
RET	2254C	Respiratory Care Therapeutics	4
RET	2264C	Respiratory Care II	4
RET	2414C	Pulmonary Studies	4
RET	2244	Critical Care Applications	2
RET	2875L	Clinical Practicum III	6
RET	2930	Respiratory Care Practitioner as a Prof.	2
RET	2876L	Clinical Practicum IV	6
TOTAL			45 Hours

CAREER CORE ELECTIVES:

RET	2934	Topics in Respiratory Care-Hyperbaric Oxygen Medical/Technical Aspects	3
TOTAL			3 Hours
TOTAL PROGRAM HOURS:			76



CERTIFICATE PROGRAMS

Certificate Programs

Specific requirements for each college credit postsecondary vocational certificate program of study must be followed. In addition, students must accomplish the following requirements:

1. Register in the final session for courses not previously completed which are necessary to satisfy certificate requirements.
2. Maintain an overall grade point average of 2.0 ("C").
3. Fulfill all financial obligations to the College and meet all deadlines for application for the certificate.

BUSINESS SYSTEMS SPECIALIST

(BUSINESS DATA PROCESSING CERTIFICATE PROGRAM)

COURSE PREREQUISITES:

MAT 1033, or higher, and CGS 1000, or equivalent proficiency (CIS 1000)
CIS 1000, or equivalent proficiency (COP 2700)
CIS 1000, or equivalent proficiency (COP 2340)
CIS 1000, or equivalent proficiency (CIS 2321)
OST 1110, or equivalent proficiency (OST 1712)

PROGRAM PREREQUISITES: NONE

CAREER CORE REQUIREMENTS:

		Credit Hours
CGS 1530	Microcomputer Skills	4
ACG 1002	Microcomputer Accounting Applications	3
CIS 1000	Introduction to Computer Science	3
MAT 1033	Intermediate Algebra or higher	3
GEB 1011	Introduction to Business	3
OST 2335	Business Communications	3
SLS 1331	Personal Business Skills	3
COP 2700	Database Programming	3
CIS 2321	Data Systems and Management	3
OST 1712	WordPerfect I	
	OR	
CGS 2511	Advanced Spreadsheet Computing	
	OR	
CGS 2541	Advanced Database Computing	3
TOTAL DEGREE HOURS		31 Hours

SMALL BUSINESS MANAGEMENT

CERTIFICATE PROGRAM

The purpose of this program is to prepare students for the operation of a small business and to become small business owners and entrepreneurs. It also provides supplemental training for persons previously or currently operating or owning a small business. Upon successful completion of this certificate program, a student may continue studies toward completion of the Associate in Science (AS) degree in Business Administration and Management.

COURSE PREREQUISITES:

Testing or MAT 9024 (MGF 1113)

CAREER CORE REQUIREMENTS:

		Credit Hours
ENC 1101	Composition I	3
SPC 1010	Fundamentals of Speech Communications (Business Communications Emphasis)	3
ECO 2013	Economics I	3
MGF 1113	Topics in Finite Mathematics or higher	3/4
ACG 1001	Financial Accounting I	3
GEB 1011	Introduction to Business	3
CGS 1530	Microcomputer Skills	4
	or	
CGS 1500	WordPerfect Applications and	1
CGS 1510	Electronic Spreadsheet Applications and	1
CGS 1540	Database Applications	1
SLS 1331	Personal Business Skills	3
MAN 2021	Management Principles	3
	*Elective	3
TOTAL DEGREE HOURS		30

*Students will choose three hours from any course in Business, Hospitality, Customer Service, International Business, Banking and Finance, or Real Estate. Small Business Management (MAN 2800), Personal Finance (FIN 2100), and Economics II (ECO 2023) are recommended options.

**EMERGENCY MEDICAL SERVICES
TECHNOLOGY - PARAMEDIC**

One Year Certificate Program

COURSE PREREQUISITES:

EMS 2159/2159L(EMS 2241/2241L)
 EMS 2241/2241L(EMS 2242/2242L)
 EMS 2242/2242L(EMS 2243/2243L)
 EMS 2243/2243L(EMS 2244/2244L, EMS 2458)
 EMS 2244/2244L(EMS 2245/2245L)

PROGRAM PREREQUISITES:

Admission requirements for EMS 2241-2458 are as follows:
 Current CPR Certification (AHA-BLS for Health Care Providers or ARC-Basic Rescuer). Evidence of current Florida EMT-Basic certification (or eligible for certification - must be FL certified within 90 days of beginning of EMS 2241). A certified EMT-B from another state may receive credit for EMS 2159/2159L in one of two ways: 1. Transfer college credit from an accredited community college or university.
 2. Register for SLS 1371 if you did not receive college credit for previous EMT-Basic education. (For example, a student may have attended a hospital based program or vocational school).

Course Prefix and Title

EMS	2241	Paramedic I	2
EMS	2241L	Paramedic I Lab	2
EMS	2242	Paramedic II	3
EMS	2242L	Paramedic II Lab	2
EMS	2243	Paramedic III	6
EMS	2243L	Paramedic III Lab	2
EMS	2244	Paramedic IV	3
EMS	2244L	Paramedic IV Lab	2
EMS	2245	Paramedic V	3
EMS	2245L	Paramedic V Lab	2
EMS	2458	Paramedic Practicum	3

TOTAL CREDIT HOURS

30 Hours

The student will be awarded a Certificate issued by Edison Community College upon successful completion of the above courses. Upon successful completion of the Paramedic Program, the Department of Public Services will issue to the student the necessary paperwork required to submit to HRS/EMS to apply for the Florida State Paramedic Certification examination.

During the Paramedic Program, students will be required to complete a two (2) week rotation in an Operating Room with a local hospital. This rotation is in addition to scheduled class laboratory hours. Purchase of a lab coat and professional liability insurance is required. Students must provide transportation to and from the clinical sites as required.

The EMS Technology Program is accredited by the American Medical Association Commission on Accreditation of Allied Health Education Programs in conjunction with the Joint Review Committee on Educational Programs for the EMT-Paramedic.



Divisions of the College

College credit degree programs are presently supported by three instructional divisions. These in turn are further supported by Learning Resources and Learning Assistance. Each instructional division and support service is located in a different building on the Lee campus and consists of an office which provides a communication center for programs for which it is responsible.

Division of Business and Technology

This division office is located on the second floor of Hendry Hall. The division is responsible for the delivery of instruction in programs related to business and technology, public services, health and wellness. The following programs fall within this division:

- Accounting Technology
- Business Administration and Management
 - Customer Service Technology Option
 - General Business Option
 - Hospitality Management Option
 - International Business Option
 - Small Business Management Option
- Citrus Production Technology
- Computer Programming and Applications
 - Applications Option
 - Management Information Systems Option
 - Programming Option
- Drafting and Design Technology
 - CAD Option
 - Civil Engineering Option
 - Land Surveying Option
- Electronics Engineering Technology
- Golf Course Operations
- Public Services
 - Criminal Justice Technology
 - Corrections Officer
 - Law Enforcement Officer
 - Emergency Medical Services Technology
 - Fire Science Technology
 - Health and Wellness
 - Legal Assisting

Cooperative Education

Cooperative Education provides a unique opportunity for students to earn college credit and gain valuable professional experience in their major fields. Students are employed by public and private sector partners for specific periods as a part of their academic program. Employment is related to the student's course of study and individual interests. College credit is gained toward program completion. For further information, call the Business and Technology Division.

Instructional computer labs used by students and professors are managed by this division.

Faculty members from this division are ready to advise students regarding the program areas above.

Division of Health and Science

The Dean's office is located in Leonhardt Hall. The division consists of four departments:

Health Technologies

- Cardiovascular Technology
- Dental Hygiene
- Physical Therapist Assistant (jointly offered with Broward Community College)
- Radiologic Technology
- Respiratory Care

Mathematics

- Advanced Mathematics
- Mathematics

Nursing

- Advanced Placement Program
- Basic Program

Science

- Anatomy
- Astronomy
- Biology
- Chemistry
- Geology
- Interdisciplinary Science
- Microbiology
- Nutrition
- Physics

Humanities, Communications and Social Science

The division office is located in Humanities Hall.

Humanities

- Art
- Humanities
- Music
- Philosophy
- Theater
- Gallery of Fine Art

Communications

- English
- Foreign Languages
- Journalism
- Literature
- Mass Media
- Speech

Social Science

- Anthropology
- Criminology
- Economics
- Education
- Geography
- History
- Human Services
- Political Science
- Psychology
- Sociology

Distance Learning

Telecourses

Telecourses combine televised lessons, related reading assignments, on campus review opportunities and minimal required on-campus sessions for orientation, discussion, labs, and examinations. Courses offered are equivalent to on-campus courses in content, credit and fees. No distinction is made between a telecourse and a traditional course on an official Edison Community College transcript. An Edison professor is assigned to each course.

TV courses are broadcast on WGPU-TV, channel 3 on all cable systems. Tapes are also available for checkout through Learning Resources on Lee, Collier and Charlotte campuses, and through the Coordinator for Hendry and Glades counties.

Course offerings vary from term to term and are listed in the current class schedule and the telecourse flyer. See your academic advisor for more information.

Compressed Video Physical Therapist Assistant Program

A Physical Therapist Assistant program is offered in partnership with Broward Community College. This program utilizes advances in technology to allow for two-way compressed video classes to be offered simultaneously between Fort Myers and Fort Lauderdale. This is a limited access program. Admission information is available at general Health Technologies orientations, or by calling the Health Technologies Office at 489-9252.

Telecourses available to earn General Studies Associate in Arts Degree

Communications 9 credit hours (Required)

ENC	1101	*Composition I (A Writers Exchange) .. (3) (before 16th credit hour)
ENC	1102	*Composition II (Read, Write and Research/Literary Visions) (3) (before 31st credit hour)
SPC	1010	Fundamentals of Speech Communications (Speaking with Confidence) (3)

Humanities 6 credit hours

HUM	2228	*Studies in Humanities: Renaissance (Renaissance: Origins Renaissance of the Modern World) (3) (writing intensive required)
ARH	2052	Art of the Western World (3) (Art of the Western World)
FIL	2411	American Cinema (3) (American Cinema)

Social Science 9 credit hours

EUH	1000	*Western Tradition (3) (The Western Tradition) (writing intensive required)
AMH	2010	History of the United States (3) (American Adventure) (to 1865)
AMH	2020	History of the United States (3) (American in Perspective) (to present)
ANT	1410	Intro Cultural Anthropology (3) (Faces of Culture)

CLP	1000	Personal and Social Adjustment (3) (Psychology of Happiness)
DEP	2102	Child Psychology (3) (Time to Grow)
ECO	2013	Economics I (3) (Economics USA)
ECO	2023	Economics II (3) (Economics USA)
POS	2041	American National Government (3) (Government by Consent)
PSY	2013	General Psychology (3) (Psychology: Study of Human Behavior)
SYG	1000	Intro to Sociology (3) (Sociological Imagination)

Natural Science 6 credit hours

AST	2005	Astronomy (3) (Universe: The Infinite Frontier)
AST	2005L	Astronomy Lab On campus lab required (1)
GLY	1000	Earth Revealed (3) (Earth Revealed)
GLY	1000L	Earth Revealed Lab (1) On campus lab required
BSC	1030	Man/Environment (3) (Race to Save the Planet)
BSC	1030L	Man/Environment Lab (2) On campus lab required
CHM	2030	Intro College Chemistry (3) (Intro College Chemistry)
CHM	2030L	Intro College Chemistry Lab (1) Telecourse lab
CHM	2045	General Chemistry (3) General Chemistry
CHM	2045L	General Chemistry Lab (2) On campus lab required

Mathematics 6 credit hours

MAC	1102	Algebra (3) (College Algebra)
STA	2040	Introductory Statistics (Against All Odds) (4)

Electives 24 credit hours **

GEB	1011	Intro to Business (3) (The Business File)
BUL	2231	Business Law (3) (Business and the Law)
FRE	1120	Elementary French I (4) French in Action
FRE	1121	Elementary French II (4) French in Action
HSC	1130	Living With Health Living With Health (3)
MTB	1308	Graphing Calculators Intro to Using TI calculator (1)
OCG	1001	Oceanus Oceanus: The Marine Environment .. (3)

* These classes require the student to write a minimum of 6,000 words to earn a grade of "C" or higher. To fulfill the Gordon Rule, the student must take ENC1101 and ENC1102 and two other writing intensive classes.

** After the requirements in each area have been met, the student has the option of taking other telecourses in that area as electives.

Learning Assistance

The Office of Learning Assistance is on the second floor of Leonhardt Hall.

Learning Assistance provides instructional services to assist in the improvement of essential academic skills. Through elective credit and preparatory credit courses, and tutorial services; Learning Assistance aids students in becoming more efficient learners. Learning Assistance features the following:

- elective credit courses in Study Skills, Critical Thinking, and in English for Non-Native Speakers;
- an Open Lab setting to facilitate individualized learning;
- a broad range of materials and approaches to allow for different learning styles;

- professors and paraprofessionals available to students throughout most day and evening hours;
- tutoring services in English, reading and math;
- a learning area equipped with study carrels, audio-visual materials and programmed print materials;
- computers to facilitate independent study; and
- a student-centered, friendly learning environment.

Learning Assistance serves the educational needs of the students through the following:

- College Preparatory Program
- SAIL Program (System for Applied Individualized Learning)
- ESL Program (English as a Second Language)
- Pre-CLAST



Continuing Education

Continuing Education is a unique dimension of Edison Community College which provides a variety of credit-free programs for all interests and age groups. Understanding that learning is a lifelong experience, Continuing Education provides activities and courses conducted without the pressure of tests, grades or home assignments. These programs provide an informal and inexpensive means for self-improvement. Programs are offered in the form of workshops, seminars or classes that may vary from one day to several weeks in duration. Career development, activities for children and topics specifically aimed toward concerns of the elderly are some of the many areas which the Continuing Education Division reaches. For further information regarding teaching or attending these activities or to share ideas for the development of future programs, please contact the Continuing Education office staff at 489-9235 or 9236.

THE INSTITUTE OF MANAGEMENT DEVELOPMENT (IMD) is the business and industry service center of Edison Community College. IMD specializes in practical and effective training for owners, managers and employees. Seminars, workshops, courses and conferences are custom-designed and offered on site or as open programs at various sites. Call or write and a representative will come to your office to discuss your needs with no obligation. A consultant/trainer experienced in the area of your training/research need will then be chosen. A proposal will be offered which includes the cost of the total package. Before the project begins, the consultant will meet with you to determine the results you expect. These services are available in the five-county area served by Edison Community College.

THE INSTITUTE OF BUSINESS (IOB) is a new component of IMD which will provide management assistance to business owners/operators. The IOB helps businesses become more productive and profitable by addressing key issues critical to the success of the business such as:

- Planning/Marketing
- Accounting/Taxes
- Credit and Collections
- Family Business Issues
- Special Interest Topics

THE FLORIDA INSTITUTE OF GOVERNMENT (IOG) was established in 1981 with its primary purpose being to support research, training and technical assistance which responds to problem solving in state and local government. The Institute is administratively assigned to Florida State University, but currently has six state universities and four community colleges as members to the consortium. At Edison Community College, the Institute of

Government has been part of the Division of Continuing Education since 1984. The Institute is a participant member of the Southwest Florida League of Cities and the Florida City and County Managers Association.

THE INSTITUTE OF HEALTH PROFESSIONALS (IOH) offers relicensure courses for nurses and Health Professionals through the Division of Continuing Education. Continuing Education courses are available to RN's, LPN's, EMT's, Respiratory Care Therapists, Laboratory and Radiological technologists to help earn contact hours for relicensure. This gives the licensed nurse working in health care agencies, as well as those nurses desiring to keep current in health related issues, short courses at low cost. These courses also offer the opportunity for licensed nurses to earn contact hours for relicensure (Provider Number 27C0388) as required by the Florida State Board of Nursing.

LIFELONG LEARNING COURSES are those designed to improve an individual's competencies and/or enhance their quality of life. A minimal fee is usually charged; the courses are open to all adults. They are offered at various community sites and on campus. These courses can be identified in the Continuing Education class brochure by the prefix LLL.

TELECONFERENCES are the newest dimension in Edison's Continuing Education capabilities. The Lee County campus has been designated by the Florida State Department of Education as one of 40 receiving sites in the state for the Florida Satellite Network. It allows the college to receive video communications from around the state and the nation. Several rooms on campus are equipped to receive the programs.

COLLEGE FOR KIDS programs are designed to inspire, delight and expand young people's potentials and heighten their imaginations. These individual courses are open to youngsters from first grade through ninth grade and will include courses in computers, science, acting, art, sculpture, juggling, magic and much, much more. Red Cross baby sitting and CPR classes will be offered to young teens along with wardrobe and etiquette workshops.

CONTINUING EDUCATION UNITS

One CEU is defined as 10 contact hours of participation in an organized Continuing Education experience under responsible sponsorships, capable direction, and qualified instruction. CEU's are not academic semester or quarter hour credits. One unit is awarded for each 10 hours of instruction, with decimal units given for portions of that time. Certificates are awarded, permanent college records are maintained and verification of participation can be requested.

Course Information

FLORIDA'S STATEWIDE COURSE NUMBERING SYSTEM

Courses in this catalog are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System. This common numbering system is used by all public postsecondary institutions in Florida and by two participating private institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions.

Each participating institution controls the title, credit, and content of its own courses and assigns the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have meaning in the Statewide Course Numbering System (SCNS). The list of course prefixes and numbers, along with their generic titles, is referred to as the "SCNS taxonomy." Descriptions of the content of courses are referred to as "course equivalency profiles."

General Rule for Course Equivalencies

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between the participating institutions that offer the course, with a few exceptions. (Exceptions are listed below.)

For example, a survey course in social problems is offered by 31 different postsecondary institutions. Each institution uses "SYG_010" to identify its social problems course. The level code is the first digit and represents the year in which students normally take this course at a specific institution. In the SCNS taxonomy, "SYG" means "Sociology, General," the century digit "0" represents "Entry-Level General Sociology," the decade digit "1" represents "Survey Course," and the unit digit "0" represents "Social Problems."

In science and other areas, a "C" or "L" after the course number is known as a lab indicator. The "C" represents a combined lecture and laboratory course that meets in the same place at the same time. The "L" represents a laboratory course or the laboratory part of a course, having the same prefix and course number without a lab indicator, which meets at a different time or place.

Transfer of any successfully completed course from one participating institution to another is guaranteed in cases where the course to be transferred is offered by the receiving institution and is identified by the same prefix and last three digits at both institutions. For example, SYG 1010 is offered at a community college. The same course is offered at a state university as SYG 2010. A student who has successfully completed SYG 1010 at the community college is guaranteed to receive transfer credit for SYG 2010 at the state university if the student transfers. The

student cannot be required to take SYG 2010 again since SYG 1010 is equivalent to SYG 2010. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed which have not been designated as equivalent.

Sometimes, as in Chemistry, a sequence of one or more courses must be completed at the same institution in order for the courses to be transferable to another institution, even if the course prefix and numbers are the same. This information is contained in the individual SCNS course equivalency profiles for each course in the sequence.

The Course Prefix

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or sub-category of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix used to identify the course.

Authority for Acceptance of Equivalent Courses

State Board of Education Rule 6A.10.024(17), Florida Administrative Code, reads:

When a student transfers among institutions that participate in the common course designation and numbering system, the receiving institution shall award credit for courses satisfactorily completed at the previous participating institutions when the courses are judged by the appropriate common course designation and numbering system faculty task forces to be equivalent to courses offered at the receiving institutions and are entered in the course numbering system. Credit so awarded can be used by transfer students to satisfy requirements in these institutions on the same basis as native students.

Exceptions to the General Rule for Equivalency

The following courses are exceptions to the general rule for course equivalencies and may not be transferable. Transferability is at the discretion of the receiving institution:

- A. Courses in the _900-_999 series (e.g., ART 2905)
- B. Internships, practica, clinical experiences, and study abroad courses
- C. Performance or studio courses in Art, Dance, Theater, and Music
- D. Skills courses in Criminal Justice
- E. Graduate courses

College preparatory and vocational preparatory courses may not be used to meet degree requirements and are not transferable.

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to the Office of the District Dean of Instruction at Edison Community College.

Catalog Course Listing

Major discipline headings appear in alphabetical order.

COURSE DESCRIPTIONS

Course Descriptions

Letters following each course title indicate **credits will transfer (AA)**, or **will not be acceptable toward transfer (AS)**

(*) Preparatory credit. Does not count toward a degree.

(**) Offered if sufficient demand

ACCOUNTING TECHNOLOGY

ACG 1001 FINANCIAL ACCOUNTING I-AA

3 class hours

3 Credits

Introduction to basic financial accounting principles and their application to current business practices for single proprietorships. Major emphasis is the accounting cycle, current assets and liabilities, merchandising and inventory, non-current assets and payroll.

ACG 1002 MICROCOMPUTING ACCOUNTING APPLICATIONS-AS

3 class hours

3 Credits

Microcomputing Accounting Applications is a stand-alone, introductory computerized accounting course. The course is intended to provide business students with the basics of accounting while introducing them to an automated accounting system. This course is not a prerequisite to Financial Accounting I, nor is it requisite to the AS degree in Accounting Technology.

ACG 2011 FINANCIAL ACCOUNTING II-AA

3 class hours

3 Credits

Prerequisite: ACG 1001, MAC 1102 or permission of instructor.

Continuation of financial accounting principles for partnerships and corporations. Major emphasis on stockholder's equity, long term liabilities, subsidiaries, statement of cash flow, and analysis of financial statements.

ACG 2071 MANAGERIAL ACCOUNTING-AA

3 class hours

3 Credits

Prerequisite: ACG 2011

Introduction to basic managerial accounting principles and their application to current business practices for all forms of business organizations. Emphasis on product costing, responsibility accounting and performance evaluation, budgeting, decision analysis, and just-in-time philosophy.

ACG 2450 ACCOUNTING APPLICATIONS-AA

3 class hours

3 Credits

Prerequisite: ACG 2071, CGS 1000, or permission of instructor.

The course gives the student an in-depth exposure to the design, functions, and interrelationships of the business application systems from an accounting perspective. Recognizing the increasing use of computers, the course will use as a point of reference a computerized accounting package and Lotus 1-2-3.

ACG 2930 SELECTED TOPICS IN ACCOUNTING-AS

3 class hours

3 Credits

Prerequisite: Permission of instructor.

This course explores several areas of accounting, including Governmental Accounting, Auditing, Estates' and Trusts, taxes related to Payroll, Property, and Sales.

TAX 2000 FEDERAL TAX ACCOUNTING I-AA

3 class hours

3 Credits

Prerequisite: ACG 1001, or permission of instructor.

The course presents federal income tax as it applies to individuals, with limited coverage of corporate tax and partnership information returns. Students will prepare a comprehensive joint income tax return. Current tax law covered.

TAX 2010 FEDERAL TAX ACCOUNTING II-AA

3 class hours

3 Credits

Prerequisite: TAX 2000

This course is a continuation of Federal Tax Accounting I (Individual) dealing with Federal taxation of partnerships, corporations, estates, trusts and other selected topics. It is intended to provide the level of knowledge necessary to pass the Enrolled Agents Examination sponsored by the Internal Revenue Service.

ANATOMY & PHYSIOLOGY

See Science

ANTHROPOLOGY

ANT 1410 INTRODUCTION TO CULTURAL ANTHROPOLOGY-AA

3 class hours

3 Credits

The basic concepts and methods of cultural anthropology are covered. Comparisons between tribal and statal cultures are emphasized to give a total perspective to the explanation of human behavior.

ANT 1511 INTRODUCTION TO PHYSICAL ANTHROPOLOGY-AA

3 class hours

3 Credits

This course includes a general introduction to the subdiscipline of physical anthropology. The interrelationships between culture and biology are emphasized when discussing such topics as human evolution, variation, adaptation, and application of physical anthropology.

ART

ARH 1000 ART APPRECIATION-AA

3 class hours

3 Credits

An introductory course for understanding the visual arts. Emphasis is on the analysis of medium and technique, discussion of the social context for art-making, and the recognition of selected art movements. Includes classes in the Gallery of Fine Art and other galleries.

ARH 1050 HISTORY OF ART I-AA

3 class hours

3 Credits

A survey of the visual arts (painting, sculpture, architecture) from prehistoric times to the European Renaissance.

(*) Preparatory credit. Does not count toward a degree.

(**) Offered if sufficient demand

- ARH 1051 HISTORY OF ART II-AA**
3 class hours 3 Credits
A survey of the visual arts (painting, sculpture, architecture) from the European Renaissance to the present.
- ARH 1950 INTRODUCTION TO EUROPEAN ART AND ARCHITECTURE-AA**
3 class hours 3 Credits
Prerequisites: Approval of Instructor; reservation for Edison Humanities Study Tour.
A combination of classroom instruction with a guided tour of European art museums and galleries plus architectural sites. The students will be accompanied by the instructor on this tour, and seminars will be conducted in Europe. While the course is not a detailed survey of historical styles, it will provide the student with an introductory experience to the richness and diversity of European visual arts. A paper is required and a written examination will be given at the end of the tour.
- ARH 2052 ART OF THE WESTERN WORLD-AA**
3 class hours 3 Credits
This course examines the greatest works of the Western visual tradition, highlighting issues of social context, form and iconography.
- ART 1201C BASIC DESIGN-AA**
2 class hours, 3 studio hours 3 Credits
(Instructor not always present for studio hours.)
Fundamental design problems common to the visual arts. Provides a basic foundation in two-dimensional design.
- ART 1300C DRAWING I-AA**
2 class hours, 3 studio hours 3 Credits
(Instructor not always present for studio hours.)
ART 1300C is a practical inquiry into the processes and potentialities of drawing through the investigation of elements, media, materials and concepts.
- ART 1301C DRAWING II-AA**
2 class hours, 3 studio hours 3 Credits
Prerequisite: ART 1300C or permission of the instructor.
(Instructor not always present for studio hours.)
ART 1301C is a continuation of the experiences encountered in Drawing I with more complex problems and options.
- ART 1701C THREE-DIMENSIONAL DESIGN (SCULPTURE)-AA**
2 class hours, 3 studio hours 3 Credits
(Instructor-supervised studio hours.)
Introduction to concepts, tools and materials relative to sculptural form and expression.
- ART 2110C CERAMICS I-AA**
2 class hours, 3 studio hours 3 Credits
(Instructor-supervised studio hours.)
An introductory course that encompasses the basic ceramics processes, instruction in clay mixing, forming (coil, slab and wheel), glazing, kiln construction and firing.
- ART 2111C CERAMICS II-AA**
2 class hours, 3 studio hours 3 Credits
Prerequisite: ART 2110C or permission of the instructor.
A continuing study in designing ceramics objects involving the making of clay, formulating glazes, and loading and unloading kilns.
- ART 2150C JEWELRY DESIGN I-AA**
2 class hours, 3 studio hours 3 Credits
(Instructor-supervised studio hours.)
A beginning course in designing and constructing jewelry forms in metal and other appropriate materials through the techniques of soldering, casting and other means of fabrication.
- ART 2151C JEWELRY DESIGN II-AA**
3 class hours, 3 studio hours 3 Credits
Prerequisite: ART 2150C or permission of the instructor
A continuing study in designing and constructing jewelry forms in metal and other appropriate materials through the techniques of soldering, casting, and other means of fabrication.
- ART 2400C PRINTMAKING I-AA**
2 class hours, 3 studio hours 3 Credits
(Instructor-supervised studio hours.)
Prerequisite: ART 1201C, 1300C or instructor permission.
ART 2400C is a beginning course in the execution of multi-original prints, using the techniques, tools and materials of relief, intaglio (engraving and etching), serigraphy (silk screen) and lithography.
- ART 2401C PRINTMAKING II-AA**
2 class hours, 3 studio hours 3 Credits
(Instructor-supervised studio hours.)
Prerequisite: ART 2400C or instructor permission.
ART 2401C is a continuing study in the execution of multi-original prints, using the techniques, tools and materials common to relief, intaglio and lithography.
- ART 2600C INTRODUCTION TO COMPUTER ART-AA (**)**
3 class hours, 2 laboratory hours 3 Credits
A practical introductory course utilizing the personal computer for the creation of art and graphics. Projects will be produced using the objectives of fundamental visual design concepts and their application through machine-generated graphics technology. Training in the use of computers, peripherals, and software.
- ART 2602C INTERMEDIATE COMPUTER ART-AA(**)**
3 class hours, 2 laboratory hours 3 Credits
Prerequisite: ART 2600C, or instructor permission.
An advanced course concerned with practical design concepts and the utilization of the computer for art and graphics as a tool, from conception to final hard copy.
- ART 2510C PAINTING I-AA**
2 class hours, 3 studio hours 3 Credits
Prerequisite: ART 1201C, 1300C or permission of the instructor.
ART 2510C is a studio course in visual problem-solving through experience with materials and concepts common to easel painting.
- ART 2520C PAINTING II-AA**
2 class hours, 3 studio hours 3 Credits
Prerequisites: ART 2510C or instructor permission.
ART 2520C is a continuation of Painting I with emphasis on individual experimentation.
- PGY 2401C PHOTOGRAPHY I-AA**
2 class hours, 3 studio hours 3 Credits
(Instructor-supervised studio hours.)
Photography I is an introduction to basic aspects of black and white photography. The camera, lighting, film processing, printing and presentation will be studied. Technical printing

as well as the aesthetics of photography will be emphasized. (Photo I/II require a manual 35mm camera and the purchase of darkroom supplies totalling approximately \$150.00.)

PGY 2410C PHOTOGRAPHY II-AA

2 class hours, 3 studio hours

3 Credits

Prerequisite: PGY 2401C or instructor permission.

A continuation of Photography I. This course will further investigate the black and white process. Exposure, negative development, printing, chemistry, composing and personal expression will be emphasized.

ASTRONOMY

See Science

BIOLOGY

See Science

BANKING AND FINANCE

See Business/Management/Finance

BUSINESS/MANAGEMENT/FINANCE

BAN 1004 PRINCIPLES OF BANKING-AS

3 class hours

3 Credits

This course presents the fundamentals of banking.

BAN 1006 FUNDAMENTAL BANKING SKILLS-AS

3 class hours

3 Credits

A guide to employability skills and basic concepts of the banking industry necessary for success in entry-level banking jobs.

BAN 1231 COMMERCIAL LENDING-AS

3 class hours

3 Credits

This course provides an overview of the commercial lending function. It is targeted to management trainees and junior management, and is divided into four sections: commercial lending overview, the lending process, portfolio management, and regulation and business development. Some specific topics: the commercial loan customer, types of commercial loans, the loan decision process (information gathering, analysis), cost analysis, control and profitability, and the regulatory and legal environment.

BAN 1501 MONEY AND BANKING-AS

3 class hours

3 Credits

Stresses the practical aspects of money and banking and emphasizes the basic monetary theory needed by the banking student to apply knowledge to a particular job. Historical treatment has been kept to a minimum. Emphasis is also placed on such problems as economic stabilization, types of spending, the role of gold, limitations of central bank control, government fiscal policy, balance of payments and foreign exchange.

BAN 1605 COMMUNICATIONS FOR BANKERS-AS

3 class hours

3 Credits

A course on oral and written communications for bankers. The first half of the course, which concentrates on oral communications, addresses identification and analysis of the message and the respondent, and focuses on personal communications trouble spots. Using cross-evaluation and

peer reaction, emphasis is on both the goal of the communication and the reaction of the listener. The second half of the course utilizes a "thought pattern development" approach in addressing the logical organization and writing of letters and reports. Orienting the letter or report to the purpose and recipient is emphasized as a means of getting results from written communications. The course is designed for persons in lower to mid-level management in the banking field, but can be applied by all students.

BAN 1800 LAW AND BANKING PRINCIPLES-AS

3 class hours

3 Credits

A banker's guide to law and legal issues with special emphasis on the Uniform Commercial Code. Summarizes the law pertaining to contracts, real estate and bankruptcy, and the legal implications of consumer lending.

BAN 1801 LAW AND BANKING APPLICATIONS-AS

3 class hours

3 Credits

An introduction to the law pertaining to secured transactions, letters of credit and bank collection process. Includes material on check losses and a broad range of legal issues related to the processing of checks, as well as collateral, perfection and default. Case histories are used extensively.

BAN 1802 LAW FOR MORTGAGE LENDING-AS

3 class hours

3 Credits

This course provides a basic introduction to four areas of real estate law - (1) the definition and nature of the real property, (2) the transfer of real estate, (3) land use and regulation, and (4) landlord and tenant law. Special attention is given to law related to financing real estate purchases. Both residential mortgage law and commercial real estate law are included in this course.

BAN 2114 DEPOSIT OPERATIONS-AS

3 class hours

3 Credits

This course examines the deposit operations of banks in the context of the U.S. payments system. It explores how banks operate relative to their deposit-taking activities and management of deposited funds. Emphasis is on system rather than product or instrument. Also studied is the impact of the external environment on determining why banks operate the way they do. Government rules and regulations and the future of America's payment mechanisms are also covered.

BAN 2135 BANK ACCOUNTING-AS

3 class hours

3 Credits

Prerequisite: ACG 1001

This course builds on the participant's knowledge of basic accounting principles and teaches the techniques of bank accounting through the analysis of bank financial statements.

BAN 2155 INTERNATIONAL BANKING AND FINANCE-AS

3 class hours

3 Credits

This course will introduce the student to international banking with an emphasis on lending concepts, international financial instruments, the Eurodollar market and foreign exchange conversion methods.

BAN 2210 ANALYZING FINANCIAL STATEMENTS-AS

3 class hours

3 Credits

Prerequisite: ACG 1001

The course is a practical means of discovering how financial data are generated and their limitations; techniques for analyzing the flow of business funds; and methods for selecting and interpreting financial ratios. It

also presents analytical tools for predicting and testing assumptions about a firm's performance.

BAN 2240 CONSUMER LENDING-AS

3 class hours

3 Credits

The techniques of installment lending are presented. Emphasis is placed on establishing credit, obtaining and checking information, servicing the loan, and collecting the amounts due. Each phase of a bank's installment credit operation is carefully scrutinized. Other topics discussed are inventory financing, special loan programs, business development and advertising, and the public relations aspect of installment lending.

BAN 2400 THE TRUST BUSINESS-AS

3 class hours

3 Credits

Provides an overview of the trust department in banks, including how the trust department fits into the overall banking business, the services it provides, and in general, how these services are delivered. The changing role of the trust department is highlighted.

BAN 2405 TRUST OPERATIONS-AS

3 class hours

3 Credits

The purpose of this course is to discuss the concepts and ideas that comprise the various trust functions and to translate them into workable procedures. The course is divided into three segments: The securities business, which will give a firm grounding in securities investments; trust services, which will focus on the role of financial institutions in providing trust services; and trust accounting concepts and functions, the procedures used by a trust department to keep track of the cash and assets that move in and out of the accounts each day.

BAN 2511 MARKETING FOR BANKERS-AS

3 class hours

3 Credits

This course provides a thorough grounding in basic marketing principles and theory and their practical application to the banking industry.

BAN 2742 BANK MANAGEMENT-AS

3 class hours

3 Credits

Presents new trends which have emerged in the philosophy and practice of management. The study and application of the principles outlined provide new and experienced bankers with a working knowledge of bank management.

BAN 2782 BANK INVESTMENTS AND FUNDS MANAGEMENT-AS

3 class hours

3 Credits

This course provides students with a basic knowledge of the investment function of the bank. It is targeted to entry level bank investment staff who want to improve their job performance or promotion potential and to non-investment staff at the supervisory, office-trainee level or above, who want to obtain basic knowledge. Specific topics covered include a discussion of basic investment concepts (risk, liquidity, and yield), the U.S. Treasury Department and federal agency issues, state and local government securities general obligations, revenue bonds, money market investments and securities markets. The role of successful investment management in achieving the bank's overall and financial objectives is discussed.

BUL 2241 BUSINESS LAW I-AA

3 class hours

3 Credits

This course is designed to develop the student's understanding of the law as a social force which directs and guides both business and the consumer. Major emphasis will be law as it pertains to torts, governmental regulation, consumer protection, contracts, sales, warranties, personal property and bailments.

BUL 2242 BUSINESS LAW II-AA

3 class hours

3 Credits

Prerequisite: BUL 2241 or permission of instructor.

Legal review, discussion and analysis in law as it relates to commercial paper, secured transactions, insurance, bankruptcy, partnerships, corporations, real property, wills, trusts and other related subjects.

FIN 2000 PRINCIPLES OF FINANCE-AS

3 class hours

3 Credits

Prerequisite: ACG 1001

This course is designed to acquaint the student with the principles of finance as applied to the operations of a profit-seeking (non-bank) firm. Major points of emphasis are measuring needs for, acquiring, and using business funds. Case studies will be used to illustrate the process of financial management.

FIN 2100 PERSONAL FINANCE-AA

3 class hours

3 Credits

A course designed to acquaint the student with personal and family financial planning. Topics to be covered will include the objectives of personal financial planning, setting up and maintaining records, budgeting, developing and managing income, consumer expenditures, safeguarding resources, investing for retirement, income tax considerations and estate planning.

FSS 1100 MENU PLANNING AND MERCHANDISING-AS

3 class hours

3 Credits

This course covers the principles of menu planning for various types of food service facilities. Menu layout, selection, pricing, copy writing and development will be discussed. Students will create their own menu.

FSS 2120 FOOD PURCHASING MANAGEMENT-AS

3 class hours

3 Credits

This course describes the development and implementation of an effective food purchasing program, focusing on the role of the purchasing specifications, and the use of forms and control techniques.

FSS 1272 UNDERSTANDING WINE AND SPIRITS-AS

3 class hours

3 Credits

This course will provide the student with a knowledge of wine making with special emphasis on California wines. Students will learn to identify wines by aroma and taste. Beer and spirits will be discussed with special attention given to trends and server responsibilities.

FSS 2251 FOOD AND BEVERAGE MANAGEMENT & SERVICE-AS()**

3 Class hours

3 Credits

This course provides a basic understanding of the principles of food production and service management, reviewing sanitation, menu planning, purchasing, storage, and beverage management.

GEB 1011 INTRODUCTION TO BUSINESS-AA
3 class hours **3 Credits**
 General outline of the nature of business, including ownership, management, and organization. Business operations such as finance and decision-making controls will be emphasized. The legal and regulatory environment in which business operates will be examined.

HFT 1000 INTRODUCTION TO HOSPITALITY MANAGEMENT-AA
3 class hours **3 Credits**
 This course traces the growth and development of the hospitality industry. Emphasis on the operational units of a hospitality organization such as food and beverage, personnel, accounting, and sales. Various hospitality organizations will be discussed with regard to career opportunities, including hotels/motels, restaurants, clubs, travel agencies, cruise ships, institutional services, and recreational parks. Current and new management concepts and practices presented.

HFT 1050 TOURISM AND THE HOSPITALITY INDUSTRY-AS
3 class hours **3 Credits**
 This course takes a cross-disciplinary approach to examining tourism. The social science perspective provides students with the kind of practical knowledge that can be effectively applied to the hospitality industry.

HFT 1210 HUMAN RELATIONS AND SUPERVISORY DEVELOPMENT-AS
3 class hours **3 Credits**
 This course provides information relating to the recruitment and selection of new staff, the handling of difficult employees, motivating employees and conducting performance evaluations.

HFT 1602 ETHICS IN HOSPITALITY MANAGEMENT-AS
3 class hours **3 Credits**
 This course will give students an understanding of the ethical issues in hospitality management, and help them develop their own high ethical standards in business.

HFT 1715 TOURISM PRACTICUM-AS
1 class hour **3 Credits**
Prerequisites: Hospitality Major Only
 Students will work eight to ten hours per week in tourism fields including visitor and convention services, car rental firms, attractions and festival/special event groups.

HFT 1949 RESORTS RESERVATIONS PRACTICUM-AS
4 Credits
 This course offers the student the opportunity to learn state-of-the-art reservations systems. Training in customer service and sales techniques will be emphasized.

HFT 2276 RESORT MANAGEMENT-AS ()**
3 class hours **3 Credits**
 This course offers a complete approach to the operation of resort properties. Beginning with historical development, details are presented in planning, financial investment management, and marketing that deal with the unique nature of the resort business. The course also examines the future of the condominium, time sharing, technological change, and the increased cost of energy and transportation.

HFT 2291-2292 PRACTICUM IN HOSPITALITY MANAGEMENT I, II-AA
1 class hour **3 Credits each**
Prerequisite: Hospitality major and approval of instructor.

This course is designed to provide the student with an opportunity for a structured learning experience in a "real-life" management organizational environment. The student will work in an organization to learn certain specific management concepts and skills and how to apply them. An average of eight to ten hours of supervised work experience weekly with a scheduled weekly seminar will be required per session.

HFT 2313 HOTEL/MOTEL PROPERTY MANAGEMENT-AS ()**
3 class hours **3 Credits**
 This course covers all phases of property management, including pest control, security, parking, maintenance, laundry, fire prevention, pools, tennis courts, care of guest rooms and public space, with emphasis on equipment, personnel and modern innovations.

HFT 2410 FRONT OFFICE PROCEDURES-AS ()**
3 class hours **3 Credits**
 This course traces the flow of activities and functions performed in today's lodging operations with a comparison of manual, machine assisted, and computer based methods for each front office function.

HFT 2463 HOSPITALITY INDUSTRY ACCOUNTING FOR MANAGEMENT-AS ()**
3 class hours **3 Credits**
 This course covers the accounting concerns and techniques necessary for managerial decisions in the hospitality industry.

HFT 2500 TOURISM DESTINATION MARKETING-AS
3 class hours **3 Credits**
Prerequisite: HFT 1050
 This course provides an understanding of the factors that influence peoples' decisions to select among competing destinations for leisure, business and convention travel. Topics include research and development of an area-wide marketing plan.

HFT 2501 HOSPITALITY SALES PROMOTION-AS ()**
3 class hours **3 Credits**
 This course presents a practical understanding of the operating statement and precisely where, how, and why the sales effort fits into the total earnings and profit picture of a hospitality operation. Emphasis is on producing business at a profit.

HFT 2600 HOSPITALITY LAW-AS ()**
3 class hours **3 Credits**
 This course provides an awareness of the rights and responsibilities that the law grants to or imposes upon employees of the hospitality industry, and illustrates the possible consequences of failure to satisfy legal obligations.

HFT 2750 CONVENTION MANAGEMENT AND SERVICES-AS ()**
3 class hours **3 Credits**
 This course defines the scope and various segments of the convention market, explains what is required to meet individual needs, and most importantly, explores methods and techniques that lead to better service.

LEI 1000 TOURISM LEISURE SERVICE-AS
3 class hours **3 Credits**
 Overview of the history and social impact of leisure and recreation, including a survey of organizations providing recreational service.

MAN 2021 MANAGEMENT PRINCIPLES-AA
3 class hours **3 Credits**
 Basic management principles and theory, including the history, progress and functions of management. The relation of management principles to operations and the management process in business will be emphasized.

MAN 2043 MANAGEMENT SOLUTIONS FOR IMPROVEMENT-AS
3 class hours **3 Credits**
 This course provides managerial students with the theoretical and hands-on training in the process of continuous leadership improvement through identifying, analyzing, and solving problems that will positively impact on customer satisfaction. Management quality is presented in a manner that stresses principles and practices including excellence, efficiency, and effectiveness.

MAN 2241 ORGANIZATIONAL BEHAVIOR-AS
3 class hours **3 Credits**
Prerequisite: MAN 2021 or equivalent recommended.
 Understanding human processes in formal organizations, utilizing individual and group exercises which stimulate behavioral dynamics of organizations. Content areas include conflict resolution, communication, leadership, planning and control as well as other organizational processes.

MAN 2800 SMALL BUSINESS MANAGEMENT-AS
3 class hours **3 Credits**
 Small business firms constitute an important part of today's business system. This course focuses on the need for small business firms to anticipate and adjust promptly to significant shifts, customer demands, competitors' actions and public expectations. Emphasis is on improving the quality of small firm management and should contribute to the success of individual firms.

MAN 2942 and MAN 2943 WORK EXPERIENCE PRACTICUM-AS ()**
3 class hours **3 Credits each**
 Directed work experience under cooperative training agreements with businesses in specialized areas. Includes an average of eight to ten hours of supervised work experience weekly with a scheduled weekly seminar.

MAR 2011 MARKETING-AS ()**
3 class hours **3 Credits**
 A study of marketing principles and their relationship to product, price, promotion and distribution. The interrelationship between marketing and other business operations of the firm will be included.

MAR 2141 INTERNATIONAL MARKETING AND BUSINESS PRACTICES-AS
3 class hours **3 Credits**
 This course introduces students to the concepts of marketing which are unique to international business. Students will investigate product development, channel systems, organizational alternatives, business practices and customs, including legal issues, as they relate to the world market.

MKA 1161 INTRODUCTION TO CUSTOMER SERVICE-AS
3 class hours **3 Credits**
 This course provides the student with the basic concepts and current trends in the customer service industry. Through actual case studies, the students analyze customer service strategies.

MKA 1511 ADVERTISING AND SALES PROMOTION-AS()**
3 class hours **3 Credits**
 Reviews all phases of sales promotion including advertising display, direct mail, radio and television. Emphasis placed on creation of the message, selection of media, and the planning, coordinating, controlling, and evaluation of the campaign.

MKA 2021 SALESMANSHIP-AS
3 class hours **3 Credits**
 Study and analysis of the fundamental concepts of selling and the role of sales in today's economy. Current techniques and vital principles of selling are taught. Opinions of sales executives, excerpts from job manuals, and company materials supplement the textbook.

MKA 2169 SEMINAR IN CUSTOMER SERVICE-AS
3 class hours **3 Credits**
Prerequisites: MKA 1161
 This course prepares the student to recognize quality customer service techniques that enable any employee with customer service responsibility to handle customer service interactions more effectively.

MNA 1804 APPLIED TECHNOLOGY-AS
3 Credits
Prerequisites:
 I. Successful completion of a full-time (900 or more clock hours) program at a vocational-technical school with the College District.
 II. Admission to Edison Community College.
 III. Completion and submission of the application (Form No. BT-007) along with official verification of program completion (transcripts and certificates of completion).
 This course serves as a vehicle to accept any applied technology program (900 or more hours) completed in any of the Vo-Tech schools within the College District as specified in the Business Administration and Management Articulation Agreement.

MNA 2300 PERSONNEL ADMINISTRATION-AS
3 class hours **3 Credits**
 Introduction to personnel administration. Emphasis on staff personnel activities and responsibilities of line management in personnel work.

MNA 2345 SUPERVISION-AS
3 class hours **3 Credits**
 Designed to aid first-line supervisors in making a smooth transition from expert in a particular task to the role of supervisor who must produce results through the efforts of others. Supervisors must reflect management attitudes and carry out management policies while simultaneously inspiring the group to achieve friendly cooperation and maximum production.

MTB 1103 BUSINESS MATHEMATICS-AA
3 class hours **3 Credits**
Prerequisite: Testing
 Basic course involves the study of percent calculations used in taxes, insurance, wages, depreciation and retail mathematics.

Emphasis will also be placed on simple interest, present value at compound interest, annuities and amortization.

REE 1040 REAL ESTATE PRINCIPLES AND LAW-AA()**
4 class hours 4 Credits

First general course in this field. Basic principles and variations pointed out. Overall view of real estate, property rights in real estate, ownership and leasing, property ownership, financing real estate, real estate brokerage and Florida real estate law.

REE 2041 REAL ESTATE BROKERAGE PRINCIPLES AND PRACTICES-AA()**
4 class hours 4 Credits

Prerequisite: REE 1040 or permission of instructor

The course is a prerequisite to licensing as a real estate broker in Florida and deals with real estate appraisal, financing, investment and office management. Students are expected to have mastered the mechanics of filling out closing statements prior to registration as a broker. FREC Rules apply.

SLS 1331 PERSONAL BUSINESS SKILLS-AS
3 class hours 3 Credits

This course is designed to prepare students, business managers, and supervisors to meet the challenges in the ever-changing business world. Students will develop the skills necessary to understand and cope with life's challenges. Emphasis is placed on business entrepreneurship, job seeking skills, leadership skills, decision making skills, goal setting, problem solving, stress and time management, and other employability skills. It is recommended that students take this course near the end of their degree program.

SVL 1001 INTRODUCTION TO SAVINGS ASSOCIATION BUSINESS-AS ()**
3 class hours 3 Credits

This course introduces students to the modern business world and to the role of savings associations, including historical development, present day organization, competition and future direction.

SVL 1101 SAVINGS ASSOCIATION OPERATIONS-AS ()**
3 class hours 3 Credits

This course examines specialized areas of savings association lending, including large scale mortgage loans, the role of government in home financing, the management of real estate owned and whole loan sales and participation.

SVL 1111 TELLER OPERATIONS-AS ()**
3 class hours 3 Credits

This course explains the importance of the teller in creating and maintaining good customer relations; summarizes the requirements for check negotiability and acceptability; identifies the different types of savings account ownership and the requirements for each; describes routine and special transactions handled by tellers; and outlines recommended procedures to follow in the event of fire, robbery or cash shortage.

SVL 1113 SAVINGS ACCOUNTS-AS ()**
3 class hours 3 Credits

The purpose of this course is to enable students to understand the nature of savings accounts, types of savings account ownership, and problems unique to savings accounts. This course is considered to be a key factor in that it gives a thorough study of one of the two main functions of an association.

SVL 1211 CONSUMER LENDING FOR SAVINGS ASSOCIATIONS-AS ()**

3 class hours 3 Credits

This course introduces consumer credit terms, concepts and practices. Types of loans, laws and regulations, interest calculation, credit evaluation and collection techniques are emphasized. Previous knowledge of savings associations or lending operations is strongly recommended.

SVL 1221 MORTGAGE LENDING-AS ()**
3 class hours 3 Credits

This course describes the role of the loan department and how it relates to the total organization of the association; assesses the system of credit investigation and analysis; summarizes the standard procedures an association follows to maintain a loan from closing to the date it is paid off; evaluates the essential characteristics of loans made for construction; apartment, condominium and commercial loans; distinguishes between conventional and FHA/VA loans; assesses the role of savings associations in the secondary mortgage market.

SVL 1241 MORTGAGE LOANS SERVICING-AS ()**
3 class hours 3 Credits

Students learn the procedures for loan servicing including processing payments, escrow accounts, real estate taxes, insurance and contract changes. The securing of delinquent loans, foreclosure and real estate owned are also examined. Upon successful completion of this course, students should be better able to: summarize loan servicing procedures for a conventional mortgage; discuss methods of handling FHA and VA loans, and distinguish between these and conventional home mortgage loans; and differentiate whole loans and participation and procedures for the selling and servicing of these loans.

SVL 1411 TECHNIQUES FOR CONSUMER COUNSELING-AS ()**
3 class hours 3 Credits

Students will gain an understanding of effective interviewing techniques and formulate their own strategies for discovering and meeting customer needs. This course also affords students the opportunity, through assertiveness training and transactional analysis, to develop insight and an expertise in effectively communicating with customers.

CARDIOVASCULAR TECHNOLOGY

CPT 1200 CARDIOVASCULAR PHARMACOLOGY-AS
2 class hours 2 Credits

Prerequisites: RET 1024, RET 1616, RET 1821

This course is designed to provide the Cardiovascular Technology student with the pharmacology needed to function in clinical experiences. The course also prepares the student to recognize basic cardiac wave forms and arrhythmias. The course also supplies the student with basic radiographic theory, safety, protection, and Cath Lab equipment.

CPT 1920 CARDIOVASCULAR TECHNOLOGIST AS A PROFESSIONAL-AS
2 class hours 2 Credits

Prerequisites: All CPT Courses

Co-requisite: CPT 2842L

The professional relationship of the Cardiovascular Technologist to other health professionals is presented, along with a basic format for research. Resume preparation and interview skills are also discussed. Students will also

present case studies and receive instruction and testing in Advanced Cardiac Life support (ACLS).

CPT 2420C INVASIVE CARDIOLOGY I-AS

3 class hours, 2 laboratory hours 4 Credits

Prerequisite: CPT 1200

Co-requisites: CPT 2840L, CPT 2620C

This course introduces the student to the specific procedures performed in the cardiac catheterization laboratory and the use of the resulting data for patient diagnosis. Additional topics include aseptic techniques, sterilization, patient assessment, radiography, pharmacology, cardiac wave forms, coronary artery anatomy and equipment utilized in cardiac catheterization.

CPT 2421C INVASIVE CARDIOLOGY II-AS

3 class hours, 2 laboratory hours 4 Credits

Prerequisites: CPT 2420C, CPT 2840L, CPT 2620

Co-requisites: CPT 2841L

This course is designed to teach the student classifications and the use of equipment and techniques used in invasive cardiology. An in-depth presentation of various cardiac diseases, and calculations is also presented.

CPT 2620C NON-INVASIVE CARDIOLOGY TECHNOLOGY I-AS

3 class hours, 2 laboratory hours 4 Credits

Prerequisite: CPT 1200

Co-requisites: CPT 2840L, CPT 2420C

This course presents an introduction to non-invasive cardiology and those tests performed in this area. In addition, normal and abnormal heart rhythms, patient safety is presented along with stress testing, Holter monitoring and an introduction in echocardiography.

CPT 2621C NON-INVASIVE CARDIOLOGY TECHNOLOGY II-AS (elective)

3 class hours, 2 laboratory hours 4 Credits

Prerequisites: CPT 2420C, CPT 2620C, CPT 2840

Co-requisites: CPT 2841L, CPT 2421C

This course presents a more in-depth view of echocardiography. A firm didactic foundation for echocardiography will be presented with provisions available for further study of this complex technique.

CPT 2840L CARDIOVASCULAR PRACTICUM II-AS

18 laboratory hours 7 Credits

Prerequisites: CPT 1200

Co-requisites: CPT 2420C, CPT 2620C

Clinical experience in all procedures performed in the cardiovascular laboratories, including use of equipment, performing tests and patient care as it relates to the cardiovascular areas with emphasis on cardiac catheterization, ECG, stress testing, Holter monitoring and an introduction to echocardiography.

CPT 2841L CARDIOVASCULAR PRACTICUM III-AS

26 laboratory hours 7 Credits

Prerequisites: CPT 2840L, CPT 2420C, CPT 2620C

Co-requisites: CPT 2421C

This course is designed for students to gain more in-depth clinical experience in invasive cardiology techniques, hemodynamic monitoring, the balloon pump, and cardiac output measurements. Clinical practice in the cardiac catheterization includes scrubbing, recording and manipulating the imaging equipment during cardiac catheterization procedures.

CPT 2842L CARDIOVASCULAR PRACTICUM IV-AS

36 laboratory hours 7 Credits

Prerequisites: CPT 2841L, CPT 2421, RET 2244

Co-requisite: CPT 1920

This course is designed for students to gain additional clinical experience in invasive and non-invasive cardiology techniques, including angioplasty and echocardiography.

CHEMISTRY

See Science

CITRUS PRODUCTION TECHNOLOGY

NOTE: The following courses are provided under an agreement with the University of Florida's Institute of Food and Agricultural Sciences (UF/IFAS). These courses are offered and taught by the University of Florida, and are taught at the IFAS Center at Immokalee, Florida. Edison accepts these courses as the technical portion of Edison Community College's A.S. degree program in Citrus Production Technology. The student must register for these courses with the University of Florida. Registration may be accomplished on the first night of class. For information regarding the scheduling of these classes, please call the IFAS Center at Immokalee at (941)657-5221.

AGG 2933 CURRENT TOPICS IN AGRICULTURE

3 hours 3 Credits

An overview of contemporary issues and regulations facing the citrus industry and agriculture.

AOM 2730 INTRODUCTION TO WATER MANAGEMENT

3 hours 3 Credits

An introduction to design and management of agriculture irrigation and drainage systems with emphasis on familiarizing students with applicable reference information available from the IFAS Cooperative Extension Service.

HOS 1541 CITRUS CULTURE I

3 hours 3 Credits

History, botany, physiology, and environmental considerations of citrus. Nursery practices, rootstocks, scions, grove configuration and other considerations up to the time of grove establishment.

HOS 2542 CITRUS CULTURE II

3 hours 3 Credits

Basic aspects of contemporary Florida citriculture. Young tree planting and care; and major production practices including fertilization, irrigation, pruning, and pest management. Integration of production practices into a scheduled program will be covered.

PMA 2202 PESTS AND PESTICIDES

3 hours 3 Credits

Prerequisite: HOS 1541

An introduction to the principles and practices relating to the integrated management of major diseases, weeds, insects, and other arthropod pests of citrus.

SOS 2104 SOILS AND FERTILIZERS

3 hours 3 Credits

A study of the physical, chemical, and biological properties of soils as related to citrus production; and the uses, types, and reactions of fertilizer materials on the soil.

COMPUTER PROGRAMMING AND APPLICATIONS

CDA 1102 NETWORKING I-AS

3 class hours

3 Credits

Prerequisite: CIS 1000, or equivalent proficiency

Students will be introduced to computer networking concepts. Students will gain a basic understanding of local area networks, and networking hardware and software. Network planning, security and user training will be covered.

CDA 2500 NETWORKING II-AS

3 class hours

3 Credits

Prerequisite: CDA 1102

This course is a continuation of CDA 1102. This course will emphasize design, manageability, security, capacity, installation and interoperability of networks, and training users of networks. The student will learn analysis and design techniques, as well as get hands-on experience in installing and troubleshooting different networks.

CGS 1000 COMPUTER LITERACY-AA

3 class hours

3 Credits

This course is an introduction to basic computer concepts and computer technology for students who are not computer science, engineering, or MIS majors. It is an up-to-date survey of information processing technology, computer hardware and software systems, and computer applications. This class will provide the background for students to make knowledgeable decisions about their future in the information technology world.

CGS 1500 WORDPERFECT APPLICATIONS-AA (**)

1 class hour

1 Credit

An introduction to word processing applications with an in-depth look at several of the more popular programs currently being utilized on microcomputers. Course content will include how to create, edit, format, merge, move, delete, extract, save, and print text files.

CGS 1510 ELECTRONIC SPREADSHEET APPLICATIONS-AA (**)

1 class hour

1 Credit

An introduction to electronic spreadsheet applications with an in-depth look at several of the more popular programs currently being utilized on microcomputers. Course content will include how to create, edit, format, merge, move, copy, delete, extract, save, and print spreadsheet files, to include writing formulas for custom applications.

CGS 1530 MICROCOMPUTER SKILLS-AA

4 class hours

4 Credits

Provides beginning level skills training in microcomputer applications. The course is progressive through disk operating systems, word processing applications, electronic spreadsheets, and database management system. (This course may be taken as separate one credit courses: CGS 1560 or CGS 1564, CGS 1500, CGS 1510, or CGS 1540 or as a single four credit course.)

CGS 1540 DATABASE APPLICATIONS-AA (**)

1 class hour

1 Credit

An introduction to database management applications with an in-depth look at several of the more popular programs currently being utilized on microcomputers. The course content will include how to create, format, edit, save, and access different database files to include an introductory explanation of the fourth generation languages (4GL).

CGS 1560 DISK OPERATING SYSTEM-AA (**)

1 class hour

1 Credit

An introduction to IBM PC family microcomputers and how to use DOS to harness the power of both software and hardware in a typical business systems environment.

CGS 1564 INTRODUCTION TO WINDOWS-AA

1 class hour

1 Credit

An introduction to the Microsoft Windows (tm) graphical user interface in a DOS environment. Emphasis will be placed on using the Windows environment for file management, running application programs, data transfer, and other Windows utilities.

CGS 1580 DESKTOP PUBLISHING-AS

3 class hours

3 Credits

This course is a "hands-on" course designed to provide students with a working knowledge of the concepts and applications of desktop publishing. The student will learn how to utilize the main features of most desktop publishing software, including typefaces and type styles, graphics, fonts and type size.

CGS 2511 ADVANCED SPREADSHEET COMPUTING-AS

3 class hours

3 Credits

Prerequisite: CGS 1530 or equivalent proficiency

This course provides the student with a detailed knowledge of Lotus 1-2-3. Students will learn advanced programming techniques using macros, integration of interrelated spreadsheets, and advanced graphics techniques. Emphasis will be placed on the student's completion of class projects in areas such as accounting and finance utilizing the various features of spreadsheet programming.

CGS 2541 ADVANCED DATABASE COMPUTING-AS

3 class hours

3 Credits

Prerequisite: CGS 1530 or equivalent proficiency

This course gives the student detailed knowledge in the use of the most popular database package for microcomputers. Students will acquire skills commensurate with professional database usage in the business community. Subjects covered include the database environment controls, file expansion and merging, and advanced functions.

CIS 1000 INTRODUCTION TO COMPUTER SCIENCE-AA

3 class hours

3 Credits

Prerequisites: MAT 1033, or higher, and CGS 1000, or equivalent proficiency. (Students must have successfully completed MAT 1033, or tested into a higher level math course.)

An in-depth study of computer fundamentals for computer science, engineering and information systems students. This course is technical in nature, and examines data organization, processing methods, computer hardware, and data representation. Includes an introduction to programming using a modern programming language.

CIS 2321 DATA SYSTEMS AND MANAGEMENT-AS

3 class hours

3 Credits

Prerequisite: CIS 1000, or equivalent proficiency

This course introduces the analysis, design, implementation and control of data systems for management. The student will study the system develop life cycle in depth. The course will include topics on methods of information storage and retrieval, forms design and control, system testing, and security. Topics on cost/benefit analysis and design, and development and implementation of new or replacement systems will be discussed.

- CIS 2910 PROGRAMMING PROJECT DEVELOPMENT-AS**
 3 class hours 3 Credits
Prerequisites: COP 2222, CIS 2321, COP 2700
 This course provides students with a project design experience similar to work that may be expected of them as entry-level programmers. Student teams perform all phases of project development, design, documentation, coding and testing. The course is a capstone experience that draws from knowledge and skills gained throughout the student's previous courses.
- COP 1221 INTERMEDIATE PROGRAMMING WITH C++-AA**
 3 class hours 3 Credits
Prerequisites: CIS 1000, PHI 2600, MAC 1102
 This course introduces the student to structured programming techniques using C++ programming language. Students will learn C++ syntax including arrays, variables, functions, expressions, and algorithms.
- COP 2222 ADVANCED PROGRAMMING WITH C++-AA**
 3 class hours 3 Credits
Prerequisite: COP 1221
 This course will explore the advanced functions of programming using C++ programming language. Students will cover advanced topics including trees, linked lists, interrupts, windows and object oriented programming.
- COP 2340 APPLIED COMPUTER OPERATING SYSTEMS-AS**
 3 class hours 3 Credits
Prerequisite: CIS 1000, or equivalent proficiency
 This course is designed to provide the student with a basic understanding of the structure, processing modes, storage management and file systems of computer operating systems. Course concepts will be implemented through lecture, demonstration and hands-on manipulation of various operating systems including, but not limited to: MS DOS, Operating System 2 (OS/2), Windows 95, and Linux (a Unix clone).
- COP 2700 DATABASE PROGRAMMING APPLICATION-AS**
 3 class hours 3 Credits
Prerequisite: CIS 1000, or equivalent proficiency
 The emphasis will be on analysis, design, and programming of applications using database programming languages. Students will employ a variety of file manipulation techniques to solve user problems.
- OST 1100 BEGINNING ELECTRONIC TYPING-AA**
 3 class hours 3 Credits
 Instruction in the touch system of electronic typewriter and computer keyboards and machine parts with emphasis on touch typing. Development of manipulative skills necessary in tabulation and vertical and horizontal centering. Basic production problems including simple communications, reports, and tabulations. Speed development from 25-35 WPM.
- OST 1110 INTERMEDIATE ELECTRONIC TYPING-AA**
 3 class hours 3 Credits
Prerequisite: OST 1100 or equivalent proficiency
 Application of manipulative electronic keyboarding skills to business typing problems and skill building drills. Speed development from 35-45 WPM. Mailable production drills including business letters, other communication forms, manuscripts, reports, business forms, and tabulations.

- OST 1712 WORDPERFECT I-AS**
 3 class hours 3 Credits
Prerequisite: OST 1110 or equivalent proficiency
 Introduction to the evolving field of word processing; its basic concepts; its role in today's office environment; and hands-on training in basic WordPerfect word processing functions.
- OST 2120 ADVANCED ELECTRONIC TYPING-AA**
 3 class hours 3 Credits
Prerequisite: OST 1110 or equivalent proficiency
 Application of previously learned electronic typing and knowledge to office-style typing problems with emphasis on mailable production. Speed development from 45-55 WPM.
- OST 2335 BUSINESS COMMUNICATIONS-AA**
 3 class hours 3 Credits
Prerequisites: Typing helpful but not essential
 Composing and electronically keyboarding business correspondence including various types of business letters, memoranda, telegrams, reports, and minutes.
- OST 2402 OFFICE PROCEDURES-AA**
 3 class hours 3 Credits
Prerequisite: OST 1110 or equivalent proficiency.
 Coordination of the skills learned in previous courses. Development of in-depth knowledge of electronic office technology and secretarial procedures. Development of competency in administrative skills and human relations.
- OST 2722 WORDPERFECT II-AS**
 3 class hours 3 Credits
Prerequisite: OST 1712 or equivalent proficiency.
 Hands-on training in word processing equipment and application of WordPerfect word processing software.

CUSTOMER SERVICE TECHNOLOGY

See BUSINESS/MANAGEMENT/FINANCE

FINANCE

See BUSINESS/MANAGEMENT/FINANCE

CRIMINAL JUSTICE

- CCJ 1010 INTRODUCTION TO CRIMINOLOGY-AA**
 3 class hours 3 Credits
 General orientation to the field of Criminology. Topics covered: development of delinquent and criminal behavior, initial handling and proper referrals; preventive police techniques. Specific police problems such as addicts, the mentally ill, compulsive and habitual offenders are studied. Special attention given to the police handling of juveniles and youths.
- CCJ 1020 INTRODUCTION TO CRIMINAL JUSTICE-AA**
 3 class hours 3 Credits
 A survey of the agencies and processes involved in the administration of justice. Interrelationships and functions of the legislature, law enforcement, prosecutor, courts, corrections, parole and probation are examined.
- CCJ 1300 INTRODUCTION TO CORRECTIONS-AA**
 3 class hours 3 Credits
 A comprehensive view of the historical and philosophical treatment programs and developments in the field of juvenile and adult corrections. The main emphasis will be

on understanding the offender in the correctional system with an examination of the correctional client, the non-institutional correctional systems, agencies, and recidivism.

CCJ 1330 PROBATION AND PAROLE-AA

3 class hours 3 Credits

The history of probation and parole highlighting the differences, and a study of current philosophy and practices are included. The course will involve an in-depth look at the federal probation system and the structure of Probation and Parole in the State of Florida.

CCJ 1400 POLICE ORGANIZATION AND ADMINISTRATION-AA

3 class hours 3 Credits

Principles of organization and administration in law enforcement function and activities; planning and research, public relations, personnel and training; inspection and control; policy formation.

CJD 1706 through CJD 1748-AS

Prerequisites:

- I. Successful completion of a Correctional Officer program or Law Enforcement program at the Southwest Florida Criminal Justice Academy.
- II. Admission to Edison Community College
- III. Completion and submission of the Application for College Credits form along with an official transcript from the Southwest Florida Criminal Justice Academy.

These courses serve as a vehicle to accept credit earned through the successful completion of the Southwest Florida Criminal Justice Academy as specified in the Criminal Justice/Academy Track Articulation Agreement.

CJD 1706 Bridge (Legal-LEO) 8 Credits

CJD 1707 Bridge (Legal -CO) 6 Credits

CJD 1708 Bridge (Communications) 9 Credits

CJD 1709 Bridge (Interpersonal) 12 Credits

CJD 1727 Bridge (Patrol/Traffic) 10 Credits

CJD 1748 Bridge (Operations) 6 Credits

CCJ 2210 CRIMINAL LAW-AA

3 class hour 3 Credits

Nature, sources and types of criminal law. Classification and analysis of crimes and criminal acts in general and the examination of selected specific criminal offenses.

CCJ 2230 CRIMINAL PROCEDURE AND EVIDENCE-AA

3 class hours 3 Credits

Principles, duties, and mechanics of criminal procedure as applied to important areas of arrest, force, and search and seizure. Study and evaluation of evidence and proof, kinds, degrees, admissibility, competence, and weight. Deals with rules of evidence and procedure at the operational level in law enforcement.

CCJ 2500 JUVENILE DELINQUENCY-AA

3 class hour 3 Credits

Juvenile Delinquency will focus on etiology, recidivism, and prediction studies. Students will analyze methods of prevention and correctional treatment, the degree of success of diversion programs, and the role of police, courts, and corrections in handling the offender, and their impact on prevention and rehabilitation.

CJD 2501 INSTRUCTOR TECHNIQUES-AS

3-5 class hours 3-5 Credits

A technical training course prescribed by Florida Statute and authorized by the Florida Criminal Justice Standards and Training Commission. The course is designed to provide the student with the fundamental knowledge of the techniques of instruction and the role of the instructor in the specialized field of criminal justice. This course is offered in modules for variable credit.

CJT 1110 CRIMINALISTICS-AA

3 class hours 3 Credits

A study of the basic scientific techniques used in criminal investigation with special emphasis on the role of the evidence technician in solving crimes. While the more comprehensive facilities of a criminalistics laboratory will be explored, the major attention will be focused on the more limited portable devices available to the small enforcement unit. The pertinent criminal law and Supreme Court interpretations will be covered as background materials for the consideration of types of physical evidence.

CJT 2100 CRIMINAL INVESTIGATION-AA

3 class hours 3 Credits

Criminal investigation procedures, including theory of investigation, case preparation, specific techniques for selected offenses, questioning of witnesses and suspects, and problems in criminal investigation.

DENTAL HYGIENE

DEH 1001C CLINICAL PROCEDURES-AS

2 class hours, 2 laboratory hours 2 Credits

Co-requisite: DEH 1810

An introduction to the knowledge and skills necessary to provide basic patient services. The concepts taught include infection control, dental operator equipment operation and maintenance, asepsis, charting and instrument transfer. Laboratory experiences are provided for the topics covered.

DEH 1003 DENTAL HYGIENE I-AS

2 lecture hours 2 Credits

Prerequisite: DEH 1001C

Co-requisite: DEH 1003L

Topics covered include extra oral and intra oral examinations, instrumentation, fundamentals of scaling and polishing, instrument sharpening, pain control and record keeping.

DEH 1003L DENTAL HYGIENE PRECLINICAL-AS

9 clinical hours 3 Credits

Prerequisite: DEH 1001C

Co-requisite: DEH 1003

This is a competency-based course designed for the practical application of the theory and techniques studied in DEH 1003. Practice is provided in the clinical laboratory on dental mannequins and then on peers. Completion of all course materials to a specified minimum standard of competency is a prerequisite to Dental Hygiene II.

DEH 1601 PREVENTIVE DENTISTRY-AS

2 lecture hours 2 Credits

Co-requisite: DEH 1001C

An introduction of the primary methods of prevention of dental disease: plaque control, fluorides and sealants. Emphasis is on student development of personal oral hygiene skills and on patient education techniques.

- DEH 1602 PERIODONTICS-AS**
2 class hours 2 Credits
Prerequisite: DEH 1601
Co-requisite: DEH 1003
The scientific background for the interpretation of clinical changes and the complex etiologic factors that play a role in the initiation and progression of periodontal disease from a dental hygiene perspective.
- DEH 1802 DENTAL HYGIENE II-AS**
2 lecture hours 2 Credits
Prerequisite: DEH 1003
Co-requisite: DEH 1802L
A continuation and building of skills in dental hygiene to include treatment planning, cleaning and care of implants, oral irrigation and antimicrobials, and further study in patient management.
- DEH 1802L DENTAL HYGIENE II CLINICAL-AS**
9 clinical hours 3 Credits
Prerequisite: DEH 1003L
Co-requisite: DEH 1802
Clinical application of dental hygiene skills presented in DEH 1802.
- DEH 1810 INTRODUCTION TO DENTAL HYGIENE-AS**
1 lecture hour 1 Credit
Co-requisite: DEH 1001C
Orientation to the profession of dental hygiene including the composition of the dental team, role of the hygienist, appearance, behavior, ethics, and jurisprudence relating to hygienists, and the history and development of the profession.
- DEH 1820 DENTAL OFFICE EMERGENCIES-AS**
1 lecture hour 1 Credit
Prerequisite: BSC 1085 and BSC 1086
Emergency procedures and protocol will be presented stressing the recognition of emergency conditions. Topics will include emergency prevention, medico legal considerations, dental emergencies and their management.
- DEH 2530C EXPANDED FUNCTIONS LABORATORY-AS**
2 lecture hours, 2 lab hours 2 Credits
Prerequisite: DES 1100C
The theory and practice of expanded function permitted by state law for dental auxiliaries.
- DEH 2702 COMMUNITY DENTAL HEALTH-AS**
2 lecture hours 2 Credits
Prerequisite: DEH 1601
The course will teach the student about institutions regarding public and community health. Topics covered will be methods and materials for teaching dental health to community groups, epidemiology, biostatistics, and the critical analysis of scientific literature.
- DEH 2702L COMMUNITY DENTAL HEALTH LABORATORY-AS**
2 laboratory hours 1 Credit
Prerequisite: DEH 2702
Application of principles taught in DEH 2702.
- DEH 2804 DENTAL HYGIENE III-AS**
2 lecture hours 2 Credits
Prerequisite: DEH 1802
Co-requisite: DEH 2804L
Advanced instrumentation, such as root planing, and advanced techniques, such as the use of ultrasonics, airbrases and irrigating devised, along with root desensitization will be discussed. Scheduling patients, patient management, and professionalism are included. Dental specialties will be presented as they relate to dental hygiene.
- DEH 2804L DENTAL HYGIENE III CLINICAL-AS**
12 clinical hours 4 Credits
Prerequisite: DEH 1802L
Co-requisite: DEH 2804
Clinical application of theory presented in DEH 2804 will be conducted in off-site dental facilities.
- DEH 2806 DENTAL HYGIENE IV-AS**
2 lecture hours 2 Credits
Prerequisite: DEH 2804
Co-requisite: DEH 2806L
This course will include an in-depth study of applied techniques for patients with special needs and unusual health factors. It is a continuation of Dental Hygiene III with emphasis on treatment planning, study cases, and case documentation.
- DEH 2806L DENTAL HYGIENE IV CLINICAL-AS**
12 clinical hours 4 Credits
Prerequisite: DEH 2804L
Co-requisite: DEH 2806
Clinical application of theory presented in DEH 2806 will be conducted in off-site dental facilities.
- DEH 2808 DENTAL HYGIENE V-AS**
2 lecture hours 2 Credits
Prerequisite: DEH 2806
Co-requisite: DEH 2808L
New knowledge will include lasers, intraoral photography and career opportunities. Ethics and jurisprudence will emphasize licensure and Florida dental laws.
- DEH 2808L DENTAL HYGIENE V CLINICAL-AS**
12 clinical hours 4 Credits
Prerequisite: DEH 2806L
Co-requisite: DEH 2808
Clinical application of theory presented in DEH 2808 will be conducted in off-site dental facilities.
- DEH 2930 DENTAL HYGIENE SEMINAR-AS**
1 lecture hour 1 Credit
Co-requisite: DEH 2806
Discussion and synthesization of all dental hygiene knowledge for practical application to achieve integration of learning experiences and didactic course work.
- DES 1020C HEAD, NECK AND ORAL ANATOMY-AS**
2 lecture hours, 2 lab hours 2 Credits
Prerequisite: Acceptance into the Program
Co-requisite: BSC 1085
A study of gross anatomy of the hard and soft structures of the oral cavity, and the skeletal, muscular, circulatory, nervous lymphatic and glandular systems of the head and neck. Tooth morphology is studied in depth.

DES 1030 ORAL HISTOLOGY AND EMBRYOLOGY-AS
 2 lecture hours 2 Credits
Prerequisite: DEH 1003, 1001C
Co-requisite: DEH 1802, 1802L
 A study of the embryonic development of the face and oral cavity and the process of tooth development.

DES 1100C DENTAL MATERIALS-AS
 2 lecture hours, 2 lab hours 2 Credits
Prerequisite: CHM 2030, DEH 1802
Co-requisite: DEH 2804
 This course is designed to acquaint the students with various materials used in the dental profession, including rationale for use, contraindications, chemistry and biocompatibility. The laboratory time allows the student to manipulate the various dental materials.

DES 1200C DENTAL RADIOLOGY-AS
 2 lecture hours, 2 lab hours 2 Credits
Prerequisite: CHM 2030L, BSC 1085, DES 1020C
Co-requisite: DEH 1003
 An in-depth study of the physics and production of x-rays, the instruments used for taking radiographs, the techniques for exposing radiographs, manual and automatic processing, mounting and interpretation of x-rays. Dental radiographic health for the patient and operator will be stressed with sterilization and disinfection. Students will practice on mannequins before working with patients.

DES 2044 GENERAL AND ORAL PATHOLOGY-AS
 2 lecture hours 2 Credits
Prerequisite: DES 1030
Co-requisite: DEH 2804L, DES 2050
 The principles of general pathology will be studied as they relate to diseases of the teeth and structures of the oral cavity. A description of disturbances of development and growth of orofacial structures will be covered including classification of oral lesions. Secondary oral disorders that have oral manifestations are discussed as well as physical, thermal and chemical injuries to the oral cavity.

DES 2050 DENTAL PHARMACOLOGY-AS
 2 lecture hours 2 Credits
Prerequisite: BSC 1086
 This course will provide information needed to understand the clinical usage of therapeutic agents used in the practice of dentistry. The indications, dosage, methods of administration, contraindications and side effects of these agents will be studied to provide a foundation in the physical manifestations to be expected in drug administration.

DRAFTING AND DESIGN TECHNOLOGY

BCN 2220 CONSTRUCTION PROCEDURES-AS
 4 class hours 4 Credits
 Practices and problems related to construction, such as building codes and regulations, construction materials, construction methods, elementary structural design, surveys and real estate.

CGS 1363 GEOGRAPHIC INFORMATION SYSTEMS (GIS)-AA
 3 class hours 3 Credits
Prerequisite: ETD 2350 and MAC 1102 or higher
 An introduction to the use of GIS (Geographic Information Systems) and the commands necessary to integrate databases with mapping applications.

EGS 1001 INTRODUCTION TO ENGINEERING-AA
 3 class hours 3 Credits
Prerequisite: MAC 1102 or equivalent mathematical proficiency.

Overview of engineering ethics, certification/registration and opportunities in the various fields of engineering. Students will be required to solve problems in selected fields of engineering.

ETD 1100 ENGINEERING GRAPHICS I-AA
 3 class hours, 3 laboratory hours 4 Credits
 Instrument use plus freehand lettering and sketching. Geometric construction application, orthographic projection, sectional views, fits and tolerances, symbols and conventions for working drawings, and standard representation for threads and fasteners. CAD is introduced.

ETD 1103C ENGINEERING GRAPHICS I (AutoCad Track)-AA
 4 class hours 4 Credits
Prerequisite: ETD 1320
 The fundamentals of Engineering Graphics I will be covered. AutoCad will be used in the solution to the various graphical problems instead of traditional drafting tools. Spatial perception, text, orthographic projections, dimensioning, geometric construction, auxiliary and sectional views and assembly drawing are topics that will be covered.

ETD 1220 ENGINEERING GRAPHICS II-AA
 3 class hours, 3 laboratory hours 4 Credits
 Application of the principles of orthographic projection to the solution of three-dimensional problems. Space relationship of points, lines and planes and examples in engineering practice. Descriptive geometry emphasis.

ETD 1320 COMPUTER-AIDED DRAFTING-AA
 3 class hours 3 Credits
 An introduction to the use of computer-aided drafting. It includes a review of computer hardware and software used in an automated drafting environment; concepts of how a drawing is stored and manipulated by the computer; commands necessary to do a simple drawing; and the actual drawing of a part. The course provides for the development of beginning skills in the use of a microcomputer, operating peripheral devices for CAD, using CAD software.

ETD 1530 DRAFTING AND DESIGN-AS
 4 class hours 4 Credits
 Specialization in architectural drafting. Expanded coverage in residential design with emphasis on functional floor plan layout, architectural standards and construction methods as it relates to drafting.

ETD 1538 AUTOCAD FOR RESIDENTIAL ARCHITECTURE-AA
 4 class hours 4 Credits
Prerequisite: ETD 1320
 Architectural drawing is one of AutoCad's strongest applications. This course is designed to step the student through the methodology of constructing residential architectural drawings with AutoCad. Through the use of tutorials, the student will plan and construct a set of residential architectural plans.

ETD 1541 TOPOGRAPHICAL DRAWING-AS
 4 class hours 4 Credits
 Methods and practices used in topographical mapping and drawing, and related surveying methods and practices are described.

ETD 2350 ADVANCED COMPUTER-AIDED DRAFTING-AA
3 class hours **3 Credits**
Prerequisite: ETD 1320
 An introduction of hardware/software configurations required for the automated drafting environment; the operating system hierarchy and how drawings are stored, edited, copied, deleted and renamed; file specifications and protection; how to log in and log out from the CAD work station (to include remote operations); and the commands necessary for basic drawing utilities. Different methods of generating commands are covered to include intensive treatment of the tablet for menu-driven commands.

ETD 2821 PRESENTATION DRAFTING-AS
4 class hours **4 Credits**
 Specialization in architectural and mechanical presentation drafting. Pictorial drawing is studied with emphasis on two-point perspective drawing and rendering.

SUR 1100C SURVEYING-AS
4 class hours **4 Credits**
 Lecture and field practice covering use, care, and limitations of various surveying instruments and related equipment. Data taken from rod, tape, differential level, etc. are properly recorded in field notes. Students conduct field exercises and prepare related reports. Principal subjects are leveling and measurement of angles.

SUR 2140C ADVANCED SURVEYING-AS
4 class hours **4 Credits**
Prerequisite: SUR 1100C
 A continuation of SUR 1100C including horizontal control surveys, resection and horizontal curve layout. EDM equipment is introduced.

ECOLOGY

(See Science)
 (Environmental Biology)

ECONOMICS

ECO 2013 ECONOMICS I-AA
3 class hours **3 Credits**
 Introduction to economic theory, accounting, analytical and policy aspects of the national income with emphasis on the theory of income determination; analysis of the money and banking system; survey of growth theory and policies. Emphasis will be placed on macroeconomics.

ECO 2023 ECONOMICS II-AA
3 class hours **3 Credits**
 Theoretical analysis of price determination of the product and factory markets; international trade theory. Emphasis will be placed on microeconomics.

EDUCATION

EDF 2005 INTRODUCTION TO EDUCATION-AA
3 class hours **3 Credits**
 The American school system, its historical and traditional influences; significance of education; educational opportunities; educational requirements.

EDG 2701 TEACHING DIVERSE POPULATIONS-AA
3 class hours **3 Credits**
Prerequisite: EDF 2005
 An introduction to the value of diversity in American society and the manifestations of diversity in the educational system. Focuses on providing prospective teachers with knowledge about students in our schools who are from different ethnic, racial, cultural, ability and/or linguistic backgrounds or who represent other categories of diversity.
 Required field experience: 15 hours.

ELECTRONICS ENGINEERING TECHNOLOGY

CET 2112 DIGITAL I-AS
3 class hours **3 Credits**
 This course is a study in digital logic and logic circuits. Analysis and construction of representative circuits such as logic gates, flip-flops, counters and registers, integrated-circuit logic families, MSI logic circuit, clock and timing circuits, display circuits, digital-to-analog and analog-to-digital converters, interfacing, and memory devices such as RAM, ROM, magnetic, etc.

CET 2113 DIGITAL II-AS
3 class hours **3 Credits**
 This course is designed as an intermediate lecture/lab course in computer technology. The student is introduced to various digital sub-systems (logic assemblies) and their use in digital computing and control systems, and is provided with the analytical tools necessary to perform analyses and problem diagnoses.

CET 2123 MICROPROCESSOR FUNDAMENTALS-AS
3 class hours **3 Credits**
Prerequisite: CET 2112
 A course to provide the student a basic understanding of the operation, architecture, and instruction set of the microprocessor as it functions in a computer numeric control type system. The theory and application of the microprocessor as a control device used to regulate, detect, and position in electronics equipment. Programming in assembly and machine language and interfacing with external devices is studied. Students will construct circuits and perform experiments on education laboratory equipment.

EET 1035 FUNDAMENTALS OF DC/AC CIRCUITS-AS
3 class hours **3 Credits**
 This course concentrates on electronic circuit theory and application of the fundamental laws of electronics and an in-depth study of the fundamental principles of voltage, current, resistance, power, and their application in electrical circuits. A study of electrical laws, theorems, components, and networks used in DC and AC circuits. The use of meters, power supplies, and other types of test equipment is experienced.

EET 2135 SOLID STATE ELECTRONIC DEVICES-AS
3 class hours **3 Credits**
 This course provides an understanding of the electronic circuits which utilize diodes, transistors and other solid state devices. In-depth study of diodes, bipolar junction transistors, FET and FET circuits, SCR's as used in power supplies, filters, amplifiers, and controls. Students will build discrete circuits and test with various laboratory equipment.

EET 2142 ANALOG CIRCUITS AND ANALYSIS-AS**3 class hours****3 Credits**

This course is a study of discrete and integrated circuits with emphasis placed on functional characteristics and parameters of components used in amplifiers, oscillators, timers, op-amps, gates, flip-flops, feed back, and other control circuits. Students will use oscilloscopes, signal generators, triple power supplies, digital and analog meters, frequency counters, and other laboratory equipment.

EET 2326 FUNDAMENTALS OF COMMUNICATION SYSTEMS-AS**3 class hours****3 Credit****Prerequisite: EET 1035**

This course is designed to study communication systems utilizing electromagnetic radiation and other physical means of transmitting information. Detailed study of AM, FM, and pulse transmission and the equipment necessary to perform the function. FR and IF amplifiers, oscillators, antenna systems, wave propagation, satellite communication systems, and fiber optics form the main units of study.

EET 2355 DIGITAL DATA COMMUNICATIONS-AS**3 class hours****3 Credits**

This course is a study of electronic digital communications with applications in encoding, modulation, transmitting media and basic network procedures. Digital interfacing with wire, coax, RF microwave, and fibre optics techniques will be included in lab activities. Many experiments involve encoding, decoding, and fibre optics are performed.

EET 2930 SPECIAL TOPICS IN ELECTRONICS-AS**3 class hours****3 Credits**

This course is designed to meet specific needs which existing courses cannot meet. Prerequisites vary and depend on the topics covered. Computer repair, robotics, programmable controllers, CNC milling operations, and FCC examination preparation are topics to be considered on an individual or class arrangement.

EST 2222 FUNDAMENTALS OF OPTOELECTRONIC DEVICES AND SYSTEMS-AS**3 class hours****3 Credits**

This course is designed to study the fundamentals of light sourcing, transmitting, receiving, and photodetection. Study will include opto electronic devices and systems, optical fibers, cables, couplings and their applications.

EMERGENCY MEDICAL SERVICES

EMS 2069 EMERGENCY TELECOMMUNICATIONS-AS**5 class hours****5 Credits**

This course is designed to meet the needs of students who desire basic training in the field of Emergency Dispatching, including law enforcement, fire and rescue and EMS. This course will follow the guidelines set forth by the Associated Public Safety Communications Officers (APCO), in telecommunication training and certification program.

EMS 2159 FUNDAMENTALS OF EMERGENCY MEDICAL-AS**3 class hours****3 Credits****Corequisite: EMS 2159L**

Introductory survey of emergency medical services including medical-legal-ethical aspects; techniques of CPR, extrication, and management of trauma and administration of appropriate emergency medical care. Upon successful completion, student will receive a

certificate of course completion and will be eligible to take the Florida State EMT-Basic certification examination.

EMS 2159L FUNDAMENTALS OF EMERGENCY MEDICAL CARE-LAB-AS**6 laboratory hours****2 Credits**

Practical application of the didactic instruction received in EMS 2159 to include medical-legal-ethical aspects; techniques of CPR, semi-automatic external defibrillation, extrication, management of trauma and medical emergencies, and administration of appropriate emergency medical care. Discussion and application of basic computer skills in the health care setting. Supervised experiences in the field and clinical areas.

EMS 2241 PARAMEDIC I-AS**4 class hours****2 Credits****Corequisite: EMS 2241L**

Role of the Paramedic in the health care delivery system, duties and responsibilities. Legislation affecting job performance, human systems and patient assessment. Management of mass casualty incidents, light rescue and extrication. Shock and fluid therapy.

EMS 2241L PARAMEDIC I LAB-AS**12 laboratory hours****2 Credits**

Practical application of the didactic instruction received in EMS 2241 to include role of the paramedic in the health care delivery system, duties and responsibilities. Patient assessment, shock assessment and management, MCI, light rescue and extrication techniques, and IV therapy. Discussion and application of basic computer skills in the health care setting.

EMS 2242 PARAMEDIC II-AS**6 class hours****3 Credits****Corequisite: EMS 2242L**

Introduction to general pharmacology; calculation of drug dosages, metric system, administration of drugs. Discussion of the respiratory system, and assessment and treatment of respiratory distress.

EMS 2242L PARAMEDIC II LAB-AS**12 laboratory hours****2 Credits**

Practical application of the didactic instruction received in EMS 2242 to include general pharmacology; calculation of drug dosages, metric system, administration of drugs. Assessment and treatment of the respiratory distress patient.

EMS 2243 PARAMEDIC III-AS**6 class hours****6 Credits****Corequisite: EMS 2243L**

Anatomy and physiology of the cardiovascular system. Cardiovascular pathophysiology and management. Dysrhythmia interpretation and assessment of the patient with suspected cardiovascular problems. 12 lead EKG interpretation.

EMS 2243L PARAMEDIC III LAB-AS**12 laboratory hours****2 Credits**

Rotation through various departments of the local hospitals performing paramedic skills under the direct supervision of the clinical instructor and/or assigned preceptor.

EMS 2244 PARAMEDIC IV-AS**6 class hours****3 Credits****Corequisite: EMS 2244L**

Discussion of the anatomy and physiology of the nervous, integumentary and musculo-skeletal systems. Pathophysiology and management of patients presenting

(*) Preparatory credit. Does not count toward a degree.

(**) Offered if sufficient demand

with diseases and trauma to these systems, as well as identification and management of medical emergencies.

EMS 2244L PARAMEDIC IV LAB-AS

12 laboratory hours **2 Credits**

Practical application of the didactic instruction received in EMS 2244 to include the assessment of the nervous, integumentary and musculo-skeletal systems. Pathophysiology and management of patients presenting with diseases and trauma to these systems, as well as identification and management of medical emergencies.

EMS 2245 PARAMEDIC V-AS

6 class hours **3 Credits**

Corequisite: EMS 2245L

Reproductive system, patient assessment and management of obstetrical and gynecological emergencies. Management of the emotionally disturbed individual, gerontology, death and dying. Upon successful completion, student will receive a certificate of course completion and will be eligible to take the Florida State Paramedic Certification Examination.

EMS 2245L PARAMEDIC V LAB-AS

12 laboratory hours **2 Credits**

Practical application of the didactic instruction received in EMS 2245 to include patient assessment and management of obstetrical and gynecological emergencies. Management of the emotionally disturbed individual, geriatric patients, and dealing with death and dying. Student will receive instruction in employability skills, including job search and application process.

EMS 2458 PARAMEDIC PRACTICUM

0 class hours (300 contact hours) **3 Credits**

This course will involve ride experience with an Advanced Life Support provider. It will provide basic life and advanced life support training with an ALS agency. Three hundred (300) hours of learning experience in a work environment will be required. Arrangements for the Practicum need to be made with the EMS Clinical Coordinator prior to the beginning of the semester in which it is taken. Enrollment is restricted to those students with concurrent enrollment in the Paramedic Program.

ENGLISH LANGUAGE AND LITERATURE

AML 2011 AMERICAN LITERATURE I-AA

3 class hours **3 Credits**

A survey of American Literature from its beginnings through the works of Poe. Writing intensive section(s) available. See course schedule.

AML 2022 AMERICAN LITERATURE II-AA

3 class hours **3 Credits**

A survey of American Literature from the works of Whitman to the present. Writing intensive section(s) available. See course schedule.

ENC 9010 DEVELOPING THE PARAGRAPH (*)

6 class and laboratory hours **4 Credits**

Prerequisite: Testing or permission of Director.

This is a lecture/workshop course with emphasis upon grammar usage, capitalization, sentence structure, and paragraph development. This course is required for students entering the College Preparatory Program who have a basic background of the language but need to practice usage,

mechanics, and organizational skills. Successful completion of this course is a prerequisite for ENC 9020.

ENC 9020 COLLEGE WRITING SKILLS (*)

6 class and laboratory hours **4 Credits**

Prerequisite: Testing or permission of Director.

This is a lecture/workshop course with emphasis upon grammatical concepts and usage, punctuation, word choice, and paragraph and essay development. Required of all students who need to develop basic writing and thinking skills before entering ENC 1101. Successful completion of this course is a prerequisite for ENC 1101.

ENC 1101 COMPOSITION I-AA

3 class hours **3 Credits**

Prerequisite: Testing or ENC 9020

A course in essay writing, incorporating some review of basic grammar, helping the student to develop skill in paragraph construction, and concentrating on methods of presentation. The course includes practice in critical reading and analysis of texts as well as an introduction to research and the proper documentation of sources. This course requires a minimum of 6,000 words of writing and a minimum grade of C.

ENC 1102 COMPOSITION II-AA

3 class hours **3 Credits**

Prerequisite: ENC 1101 (minimum grade of C) or equivalent.

Advanced instruction in expository and other modes of prose writing, including the preparation and writing of a full-length research paper. Concentration according to section on rhetoric and the essay, writing about literature, technical writing, or creative writing; students may choose special interest. If completed with a grade of C or better, ENC 1102 partially fulfills the 6 credit English Composition requirement for the AA degree. This course requires a minimum of 6,000 words of writing.

ENL 2011 ENGLISH LITERATURE I-AA

3 class hours **3 Credits**

A survey of English authors, literary works, and literary movements from the beginning to the 1700s.

ENL 2021 ENGLISH LITERATURE II-AA

3 class hours **3 Credits**

A survey of English authors, literary works, and literary movements from the 1700s to the present.

CRW 2100 CREATIVE WRITING-AA ()**

3 class hours **3 Credits**

Prerequisite: ENC 1101 or permission of instructor.

Designed to develop and enhance student's ability to use conventional techniques of imaginative writing. Emphasis on creation of character and narrative structure. Intensively critical evaluation of student writing. This course is termed a writing intensive course and requires a minimum of 6,000 words of writing.

ENS 1281 ENGLISH FOR NON-NATIVE SPEAKERS, LEVEL I-AA

3 class hours, 2 laboratory hours **3 Credits**

Prerequisite: Testing or permission of Director.

This course is designed for non-native speakers of English who have already acquired basic listening and reading comprehension skills and have mastered basic writing and speaking skills. This course will further develop knowledge and awareness of English communication skills in listening, speaking, reading, and writing.

**ENS 1282 ENGLISH FOR NON-NATIVE SPEAKERS
LEVEL II-AA**

3 class hours, 2 laboratory hours 3 Credits

Prerequisite: Testing or permission of Director.

This course is designed for non-native speakers of English who are learning English and who have already acquired a Level I language proficiency in English. Emphasis will be on advanced speaking and listening skills, reading and writing skills with special emphasis on individual problems for students in preparation for future college assignments "across the curriculum."

**ESL 9080 ENGLISH FOR NON-NATIVE SPEAKERS,
COMBINED SKILLS (*)**

3 class hours, 3 laboratory hours 4 Credits

Prerequisite: Testing or permission of Director.

This course is designed for non-native speakers of English who wish to improve listening, reading comprehension, writing, and speaking abilities in American English.

LIT 2090 CONTEMPORARY LITERATURE-AA

3 class hours 3 Credits

Examination of themes and ideas reflected in the writings of the twentieth century.

LIT 2110 WORLD LITERATURE I-AA

3 class hours 3 Credits

Examination of recurrent themes and ideas in the literature of the world from the beginning to the 1700s.

LIT 2120 WORLD LITERATURE II-AA

3 class hours 3 Credits

Examination of recurrent themes and ideas in the literature of the world from the 1700s to the present.

FINANCE

See Business/Management/Finance

FIRE SCIENCE TECHNOLOGY

**FFP 1130 FIRE ADMINISTRATION: FIRE COMPANY
LEADERSHIP-AS**

3 class hours 3 Credits

A study of the basic concepts of fire company leadership; including human skills, leadership tools, problem solving, and goal achievement of a fire company officer. Emphasis will be placed on the role of the officer in the setting of the fire company. Required for Florida State Fire Company Officer Certificate.

FFP 2150 FIRE SERVICE INSTRUCTOR-AS

3 class hours 3 Credits

A study of the instructor's responsibility in communication of learning and teaching objectives, use of instructional aids, and formulation of performance objectives. Required for Florida State Fire Company Officer Certificate.

FFP 2200 FIRE PREVENTION AND INSPECTION-AS

3 class hours 3 Credits

A survey of the principles of fire prevention and investigation; a study of fire hazards in various occupancies, a review of fire prevention codes; a study of procedures and techniques of fire prevention inspection, to include surveying and mapping, recognition and elimination of fire hazards, public relations, methods of determining the area of fire origin, fire cause, fire spread and location, and

preservation of evidence. Required for Florida State Fire Company Officer and Fire Inspector Certificates.

FFP 2240 FIRE AND ARSON INVESTIGATION I-AS

3 class hours 3 Credits

Methods of determining the area of fire origin, cause, spread, and location are discussed; responsibility for determining the accidental or intentional nature of a fire; correct procedures of investigation, evaluation, and preservation of evidence and prosecution.

FFP 2300 FIRE CODES-AS

3 class hours 3 Credits

A study of the codes and standards for building construction which are used to identify and prevent design deficiencies responsible for the spread of fire, heat, and smoke in existing and new buildings. Required for Florida State Fire Inspector Certificate.

**FFP 2320 FIRE PROTECTION AND PRESERVATION
IN BUILDING CONSTRUCTION-AS**

3 class hours 3 Credits

A study of the various complexities of building construction and the effect on fire detection, inspection, prevention, safety and suppression; definitions and terminology used in construction. The course includes a study of the structural engineering principles which affect the behavior of buildings on fire. Required for Florida State Fire Inspector Certificate.

**FFP 2326 BLUEPRINT READING & PLANS
EXAMINATION FOR FIRE PROTECTION-AS**

3 class hours 3 Credits

A study of all aspects of blueprint reading which will enable the individual to better perform the duties of fire inspector. Also included is a study of building plans examination. Required for Florida State Fire Inspector Certificate.

FFP 2410 FIRE FIGHTING TACTICS & STRATEGY I-AS

3 class hours 3 Credits

A study of the basic concepts involved in fire fighting, including fire behavior, fire fighting fundamentals, principles of extinguishing fires, the proper role for and utilization of various fire companies; preplanning fire problems. (Course may be taken before or after FFP 2420). Required for Florida State Fire Company Officer Certificate.

FFP 2420 FIRE FIGHTING TACTICS & STRATEGY II-AS

3 class hours 3 Credits

A study of the principles utilized on fire ground for maximum manpower and equipment utilization; fire ground administration starting with a small fire on up through major conflagrations; emphasis will be on developing thinking skills in relation to crises. (Course may be taken before or after FFP 2410).

**FFP 2500 FIRE ADMINISTRATION: HAZARDOUS
MATERIALS I-AS**

3 class hours 3 Credits

A study of the chemical characteristics and reaction of materials in emergency situations, especially thermal destruction. These materials may be in the storage, handling or transportation stage of industrial process. Materials to be studied will be flammable liquids, combustible solids, radioactive compounds, oxidizing and corrosive materials. Required for Florida State Fire Company Officer Certificate.

(*) Preparatory credit. Does not count toward a degree.

(**) Offered if sufficient demand

FFP 2501 FIRE ADMINISTRATION: HAZARDOUS MATERIALS II-AS

3 class hours

3 Credits

Prerequisites: FFP 2500 Hazardous Materials I

A study of the increasing number of hazardous materials incidents occurring each year, the various methods of transporting and storing hazardous materials and basic tactics used in a hazardous materials situation. Required for Florida State Fire Company Officer Certificate.

FFP 2520 HAZARDOUS MATERIALS CHEMISTRY-AS

3 class hours

3 Credits

A study of basic chemistry and its application in dealing with hazardous materials. This course includes both inorganic and organic compounds and the hazards associated with different classes of these compounds. Systematic methods of nomenclature are covered for both inorganic and organic compounds.

FFP 2600 FIRE FIGHTING APPARATUS EQUIPMENT-AS

3 class hours

3 Credits

A study of driving laws and driving techniques for fire equipment; construction and operation of a pumping engine ladder truck; aerial platforms; specialized equipment and vehicles; apparatus maintenance; and an aerial apparatus operator course.

FFP 2620 FIRE PROTECTIVE SYSTEMS-AS

3 class hours

3 Credits

A survey of fire protection systems and domestic water supply. The operational feature and functional characteristics of fire detection and suppression systems and devices will be studied. Require for Florida State Fire Company Officer and Fire Inspector Certificates.

FFP 2640 FIRE STREAM HYDRAULICS-AS

3 class hours

3 Credits

A study and understanding of how good fire streams are developed; a study of properties of water, distribution of pressures in dynamic and static systems; friction loss in hoses and pipes, and factors which have an influence on water loss, flammable liquids, combustible solids, radioactive compounds, oxidizing and corrosive materials.

FOREIGN LANGUAGES

~ French ~

FRE 1120-1121 ELEMENTARY FRENCH I, II-AA ()**

3 class hours, 3 laboratory hours

4 Credits

(1 supervised, 2 unsupervised)

For beginners or those with one year of high school French. Training in communication skills through typical conversations, contemporary readings, visual aids and laboratory exercises.

FRE 2200-2201 INTERMEDIATE FRENCH I, II-AA ()**

3 class hours, 3 laboratory hours

4 Credits

(1 supervised, 2 unsupervised)

Prerequisites: Permission of instructor; FRE 1120-

1121; or two years of high school French.

Continued training in linguistic skills; introduction to contemporary French life and culture. May also be offered as supervised individual study involving extensive work by students with instructional materials and the language laboratory, instruction by a resource professor, and satisfactory achievement on standardized tests.

~ German ~

GER 1120-1121 ELEMENTARY GERMAN I, II-AA ()**

3 class hours, 3 laboratory hours

4 Credits

(1 supervised, 2 unsupervised)

For beginners or those with one year of high school German. Training in communication skills through typical conversation, contemporary readings, visual aids and laboratory exercises.

GER 2200-2201 INTERMEDIATE GERMAN I, II-AA ()**

3 class hours, 3 laboratory hours

4 Credits

(1 supervised, 2 unsupervised)

Prerequisites: Permission of instructor; GER 1120-1121; or two years of high school German.

Continued training in linguistic skills; introduction to contemporary German life and culture. May also be offered as supervised individual study, involving extensive work by students with instructional materials and the language laboratory, instruction by a resource professor, and satisfactory achievement on standardized tests.

~ Sign Language ~

SPA 1332 BEGINNING SIGN LANGUAGE I-AA

4 class hours

4 Credits

The objective of this beginning Sign Language course is to teach comprehension, communication, and cultural understanding. The students will acquire skill in manual signing, and reading.

SPA 1334 SIGN LANGUAGE II-AA

4 class hours

4 Credits

Prerequisites: SPA 1332 recommended for this course, or permission of instructor.

This course is structured to help the student learn American Sign Language through vocabulary and sentences needed to communicate in common life situations.

~ Spanish ~

SPN 1000 BEGINNING SPANISH CONVERSATION-AA ()**

3 class hours

3 Credits

Beginning conversation class. Vocabulary presented that would benefit those dealing with Spanish-speaking people and/or traveling to Spanish-speaking countries.

SPN 1120-1121 BEGINNING SPANISH I, II-AA

3 class hours, 3 laboratory hours

4 Credits

(1 supervised, 2 unsupervised)

For beginners or those with one year of high school Spanish. Training in linguistic skills through typical dialogue, pattern drills, and laboratory exercises.

SPN 2200 INTERMEDIATE SPANISH I-AA

3 class hours, 3 laboratory hours

4 Credits

(1 supervised, 2 unsupervised)

Prerequisites: Permission of instructor; or SPN 1120, 1121; or two years of high school Spanish.

Further training in linguistic skill with more writing and reading of literary works.

SPN 2201 INTERMEDIATE SPANISH II-AA

3 class hours, 3 laboratory hours

4 Credits

(1 supervised, 2 unsupervised)

Prerequisites: SPN 2200, or permission of professor.

Further training in linguistic skill with more writing and reading of literary works.

SPN 2210 ADVANCED CONVERSATION AND COMPOSITION-AA ()**
3 class hours **3 Credits**
Prerequisites: SPN 1120-1121 or equivalent, or permission of instructor.
 Brief grammar review. Emphasis on fluency and clarity of expression. Conducted entirely in Spanish. May be taken concurrently with SPN 2200-2201.

GEOGRAPHY

GEA 2010 GEOGRAPHY OF THE EASTERN HEMISPHERE-AA ()**
3 class hours **3 Credits**
 A course in the geography of the countries of the eastern hemisphere. Focus is placed on the physical, economic, political, and cultural aspects of the areas. The approach is primarily regional.

GEA 2040 GEOGRAPHY OF THE WESTERN HEMISPHERE-AA ()**
3 class hours **3 Credits**
 A course in the geography of the countries of the western hemisphere. Focus is placed on the physical, economic, political, and cultural aspects of the areas. The approach is primarily regional.

GEO 2370 CONSERVATION OF NATURAL RESOURCES-AA ()**
3 class hours **3 Credits**
 A survey of natural and human resources and the utilization of these resources. Conservation in the United States, with particular emphasis on Florida.

GEOLOGY

See Science

GERMAN

See Foreign Language

GERONTOLOGY

GEY 2000 INTRODUCTION TO GERONTOLOGY-AA
3 class hours **3 Credits**
 A study of aging and its links to historical and social currents, including graphics and cross cultural patterns; a survey of the theoretical frameworks of gerontologists, both physiological and social, including an examination of psychological, sensory and intellectual characteristics. Included are specific problem areas such as health, finances, retirement, politics, legal aspects and the special nature of minority group elderly. Also see Human Services listings.

GOLF COURSE OPERATIONS

GCO 1001 - INTRODUCTION TO GOLF COURSE INDUSTRY-AS
3 class hours **3 Credits**
 An overview of golf and the industry that supports golf with an emphasis on employability skills.

GCO 1201 - BASIC GOLF COURSE MECHANICS-AS
3 class hours **3 Credits**
 A hands-on study of hand tools and power shop equipment as they relate to mechanized golf course equipment in welding, maintenance of golf course equipment, and planning. Emphasis on the development of orderly, safe shop procedures and manual skill development.

GCO 1400 - TURFGRASS FOR GOLF COURSES-AS
3 class hours **3 Credits**
 Identification, characteristics, and establishment of grass species for golf course turf use. Introduction to management practices involving fertilization, irrigation, mowing, and major weed pests.

GCO 1611 - GOLF COURSE SHOP MANAGEMENT-AS
3 class hours **3 Credits**
 A course that deals with the management of a golf course mechanics shop with emphasis on safety as well as the maintenance, operation, adjustment, and trouble-shooting of golf course machinery and tools.

GCO 2431 - GOLF COURSE IRRIGATION-AS
3 class hours **3 Credits**
Prerequisites: Satisfactory completion of all 1000 level GCO courses.
 Encompasses various types of irrigation, components of an irrigation system, and techniques for trouble-shooting a system. Emphasis is on golf course turfgrass irrigation systems.

GCO 2441 - CONTROL OF INSECT AND NEMATODE PESTS-AS
3 class hours **3 Credits**
Prerequisites: Satisfactory completion of all 1000 level GCO courses.
 An overview of the major insect and nematode pests. Emphasis on safety, equipment, chemicals, and management procedures.

GCO 2442 - CONTROL OF DISEASES AND WEED PESTS-AS
3 class hours **3 Credits**
Prerequisites: Satisfactory completion of all 1000 level GCO courses.
 An overview of pest identification and control with an emphasis of pesticide use and safety.

GCO 2471 - GOLF COURSE MAINTENANCE SYSTEMS-AS
3 class hours **3 Credits**
Prerequisites: Satisfactory completion of all 1000 level GCO courses.
 An in-depth study of the golf course superintendent's responsibility as it relates to the maintenance of a golf course. Focus on training and supervising employees who maintain the golf course with emphasis on safety.

GCO 2601 - MATERIALS CALCULATIONS-AS
3 class hours **3 Credits**
Prerequisites: Satisfactory completion of all 1000 level GCO courses.
 Business principles and procedures with emphasis on the importance of skillful management in the calculation of materials used in golf course and landscape operation.

GCO 2632 - GOLF COURSE ORGANIZATION AND ADMINISTRATION-AS
3 class hours **3 Credits**
Prerequisites: Satisfactory completion of all 1000 level GCO courses.
 An in-depth study of golf course management practices; budgeting; record keeping; awareness of local, state, and

federal laws; and skills in leadership, communication, public relations, and human relations.

GCO 2741 - PLANT ID AND LANDSCAPE DESIGN FOR GOLF COURSES-AS

3 class hours 3 Credits

Prerequisites:Satisfactory completion of all 1000 level GCO courses.

A hands-on course dealing with identification of various plant materials and their application to golf courses. Prepares student to select appropriate plant materials for specific situations and to make decisions concerning the preservation or removal of native plant materials as they occur in the existing or proposed landscape.

GCO 2940 - GOLF COURSE PRACTICUM-AS

3 class hours 3 Credits

Prerequisites:Satisfactory completion of all other GCO courses, ORH1839C and SOS2102.

Closely supervised on-the-job training where the student will demonstrate knowledge and/or use of golf course equipment, tools, fertilizers, pesticides, irrigation, plant identification, landscape design, and golf course organization and administration.

ORH 1839C - LANDSCAPE ENGINEERING-AS

3 class hours 3 Credits

A hands-on course that prepares the student to design, estimate costs, analyze, organize, and implement an assigned simulated work project considering environmental conditions and the desired effect and purpose.

SOS 2102 - SOILS AND FERTILIZATION-AS

3 class hours 3 Credits

A study of physical, chemical, and biological properties of soils and uses, types, and reactions of fertilizer materials in soil. Topics will include the nutritional requirements of various plants and/or grasses as well as the identification of nutrient deficiency symptoms.

HEALTH AND WELLNESS

HLP 1000 INTRODUCTION TO HEALTH AND WELLNESS-AA

3 class hours 3 Credits

This course will acquaint and familiarize the student with the history, goals, and nature of the field of health and wellness. The course is designed so that the students will have an understanding of significant issues relating to health and wellness in society today.

HLP 1081 HEALTH ANALYSIS AND IMPROVEMENT-AA

3 Class Hours 3 Credits

This course is designed to provide students with a knowledge and understanding of health-related fitness and its components. Emphasis will be placed on individual health analysis in the areas of physical fitness, body composition, diet, nutrition, cardiovascular risk factors, and stress reduction.

HSC 1130 LIVING WITH HEALTH-AA

3 class Hours 3 Credits

This telecourse involves both the viewing of videos and reading in the course textbook. Emphasis is placed on relating course content to lifestyle fostering a better understanding of the major health issues of today.

HSC 2100 PERSONAL AND COMMUNITY HEALTH PROBLEMS-AA

3 class hours 3 Credits

A course covering the relationship between the human body and a wide variety of health disorders. Topics will include major disorders, their causes and treatment, and how they may be prevented.

HSC 2400 FIRST AID-AA

3 class hours 3 Credits

A course covering the principles and procedures of emergency first aid treatment. Class time will be divided between lecture and the practical application of first aid procedures. The course will encompass American Red Cross standard first aid and cardiopulmonary resuscitation.

PEO 2003 SPORTS OFFICIATING-AA

3 class hours 3 Credits

Designed to help the student understand the function of officials employed in several team and individual sports. Emphasis is on officiating techniques and mechanics, specific responsibilities of officials, rules of various sports and their application, and appreciation of the importance of good officiating to the enjoyment of most athletic endeavors.

DAA 1100 THROUGH PEN 1255-AA

2 class hours 2 Credits

Team, dual, and individual sports which utilize college and community facilities. Emphasis on skill development, knowledge acquisition, and participation.

DAA 1100 MODERN DANCE I

DAA 1372 DANCE

LEI 1204 RECREATIONAL ACTIVITIES

PEL 1111 BOWLING

PEL 1121 GOLF

PEL 1141 ARCHERY

PEL 1211 SOFTBALL

PEL 1214 VARSITY SOFTBALL I

PEL 1219 VARSITY BASEBALL I

PEL 1321 VOLLEYBALL

PEL 1341 TENNIS

PEL 1441 RACQUETBALL

PEL 1511 SOCCER

PEL 1621 BASKETBALL

PEM 1101 PHYSICAL FITNESS & CONDITIONING

PEM 1171 AEROBIC DANCE

PEM 1405 SELF DEFENSE

PEN 1122 SWIMMING (INTERMEDIATE)

PEN 1136 BEGINNING SCUBA

PEN 1255 KAYAKING

PEL 2214 THROUGH PEN 2138-AA()**
2 class hours **2 credit hours**
Prerequisite: As appropriate or individual proficiency determined by instructor.

PEL 2214 VARSITY SOFTBALL II
PEL 2219 VARSITY BASEBALL II
PEL 2322 ADVANCED VOLLEYBALL
PEL 2342 INTERMEDIATE TENNIS
PEL 2343 ADVANCED TENNIS
PEM 2172 ADVANCED AEROBIC DANCE
PEN 2137 ADVANCED SCUBA
PEN 2138 RESCUE DIVER

The following courses are for Health and Wellness majors only

PEO 2111 THROUGH PEO 2621-AA()**
2 class hours **2 Credits**
Prerequisite: HLP1000
 These courses are for Health and Wellness majors and will focus on teaching techniques, observations in a teaching setting, and appropriate readings in professional journals.

PEO 2111 BOWLING
PEO 2121 GOLF
PEO 2141 ARCHERY
PEO 2211 SOFTBALL
PEO 2321 VOLLEYBALL
PEO 2341 TENNIS
PEO 2511 SOCCER
PEO 2621 BASKETBALL

**Offered if Sufficient Demand

HISTORY

AMH 2010 HISTORY OF THE UNITED STATES (TO 1865)-AA
3 class hours **3 Credits**
 A survey of U.S. history from settlement until the Civil War. Emphasis will be on the development of American social, political, and economic institutions; problems of the new government; Jacksonian Democracy; territorial expansion and the coming of the Civil War.

AMH 2020 HISTORY OF THE UNITED STATES (1865 TO PRESENT)-AA
3 class hours **3 Credits**
 Survey of the Civil War, Reconstruction, and the emergence of the modern United States.

AMH 2070 FLORIDA HISTORY-AA ()**
3 class hours **3 Credits**
 From the age of discovery of Florida to the present.

AMH 2091 AFRICAN-AMERICAN HISTORY-AA
3 class hours **3 Credits**
 This course is a survey of the Black American experience from its earliest roots in the high civilizations of Africa through present times. Special emphasis is given to the unique nature of that experience, the structural problems and potential of the Black community, and the study of the contributions and thought of outstanding African-American men and women.

EUH 1000/1001 THE WESTERN TRADITION I & II-AA
3 class hours **3 Credits**
 This course is a two semester sequence course which will cover the development of Western Civilization from

ancient times until the present. It will emphasize political, social, economic, religious and cultural aspects. Writing intensive section(s) available. See course schedule.

WOH1012 HISTORY OF WORLD CIVILIZATION (TO 1500)-AA
3 class hours **3 Credits**
 A compact survey of the evolution of civilization from early times to 1500. All major areas and countries are included. Europe, the Middle East, Asia, Africa, India, China, Japan, and North, Central and South America receive appropriate emphasis. The major focus will be on the political, economic, and social views of the world.

WOH1023 HISTORY OF WORLD CIVILIZATION (1500 to 1815)-AA
3 class hours **3 Credits**
 A survey of the history of the world from 1500 to 1815. This course will emphasize the political, economic, social, and intellectual aspects of world history during this period. Subjects will include the European exploration and colonization of the rest of the world; the emergence of the nation-state; great modern revolutions; the Enlightenment; the French Revolution and the Napoleonic Era.

WOH1030 HISTORY OF WORLD CIVILIZATION (1815 to PRESENT)-AA
3 class hours **3 Credits**
 A survey including modern revolutions; the Industrial Revolution; Imperialism; the Indian, Far Eastern, and African backgrounds and political developments; the rise of Latin America; two World Wars and their results; modern nationalism and the decline of colonialism. The political, economic, social, and intellectual views of the world will be emphasized.

HORTICULTURE

ORH 1008C INTRODUCTION TO HORTICULTURE AS-()**
2 class hours, 3 laboratory hours **3 Credits**
 An introductory coverage of the function and use of ornamental plants in the home interior and exterior landscape.

ORH 2812 INTRODUCTION TO LANDSCAPE & DESIGN-AS ()**
2 class hours, 3 laboratory hours **3 Credits**
 A basic course in the study of residential landscapes including preparation, evaluation and implementation of simple landscape plans. Emphasis will be placed on the use of ornamental plants for functional and aesthetic improvement of the home environment.
 (SEE GOLF COURSE OPERATIONS)

HUMAN SERVICES

CHD 1134 MANAGEMENT OF EARLY CHILDHOOD LEARNING AA-()**
3 class hours **3 Credits**
 This course will focus on cooperation to bring about optimal coordination of home and center child rearing practices and expectations. Carrying out supplementary responsibilities related to children's programs will be stressed. This course is designed primarily for those persons seeking a Child Development Associate (CDA) credential or other child care training.

CHD 1135 UNDERSTANDING YOUNG CHILDREN-AA ()**
3 class hours 3 Credits
 This course will focus on building positive self-concept and individual strengths in young children. Designed primarily for those persons seeking a Child Development Associate (CDA) credential or other child care training.

EEC 1000 FOUNDATIONS IN EARLY CHILDHOOD EDUCATION-AA ()**
3 class hours 3 Credits
 This course will focus on setting up and maintaining a safe and healthy learning environment. Advancing physical and intellectual competence in young children will be stressed. This course is designed primarily for those persons seeking a Child Development Associate (CDA) credential or other child care training.

HUS 1001 INTRODUCTION TO HUMAN SERVICES-AA
3 class hours 3 Credits
 This course explores the field of human services including health, mental health and retardation, public administration, education, social welfare, recreation, criminal justice, youth services, and rehabilitation. Emphasis is placed on the variety of expectations and perceptions of consumers of human services. Basic helping and communication skills will be developed by the students.

HUS 1507 ALCOHOLISM & OTHER DRUG ABUSE-AA
3 class hours 3 Credits
 The student is acquainted with the pharmacological effects of chemical use/abuse including alcoholism. An introductory course that takes an analytical approach to identification, intervention, prevention, treatment and rehabilitation programming. Appropriate legislation and regulations governing rights of clients are examined. Emphasis is placed on a variety of cultural issues involved with special populations. The community resources available for dealing with alcoholics and other drug abusers are identified, along with appropriate methods for the utilization of these resources.

HUS 2005 INTRODUCTION TO MENTAL HEALTH PROCEDURES-AA ()**
3 class hours 3 Credits
 A general survey of theory and practice of community mental health delivery systems. Designed for the paraprofessional in the mental health fields or interested laymen, the course includes coverage in abnormal psychology, therapeutic theory, the delivery of mental health services, and training in skills utilized by the mental health technician.

HUS 2110 BASIC COUNSELING SKILLS-AA
3 class hours 3 Credits
Prerequisite: HUS 1001 or permission of instructor.
 Emphasis is placed on the encouragement of personal growth and the development of fundamental interpersonal helping skills, as well as the promotion of knowledge of styles of helping fostered in a variety of human service settings.

HUS 2309 WORKING WITH ALCOHOLICS AND OTHER DRUG ABUSERS-AA
3 class hours 3 Credits
 This course is designed to provide both theoretical information and practical skill application of counseling techniques which have been demonstrated to be effective in working with alcoholics and other drug abusing clients.

Through role playing, readings, structured class exercises, class discussions and lectures, students will become familiar with a variety of counseling theories, techniques and modalities. Thus, the focus of the course is on both cognitive and experiential learning in counseling alcoholics and other drug abusers.

HUS 2349 ADOLESCENT CHEMICAL DEPENDENCY-AA ()**
3 class hours 3 Credits
 The major emphasis of this course is on the investigation of chemical dependency treatment of adolescents as it differs from treatment of adults in the areas of individual and group counseling techniques, case management and legal issues, and treatment program logistics.

HUS 2825-2826 PRACTICUM IN HUMAN SERVICES I, II-AA
1 class hour 3 Credits
Prerequisites: HUS 1001, admission into Human Services Program, and permission of instructor.

This course will involve both classroom and in-agency experience in the human services. It will provide an interface between the classroom and practical training in a human services agency. Basic skills of helping people will be emphasized. One hundred and twenty-eight hours of learning experience in a work environment will be required per session. Arrangements for the practicum need to be made prior to the beginning of the semester in which it is taken.

HUMANITIES

FIL 2411 AMERICAN CINEMA-AA
3 class hours 3 Credits
 An art form, an industry, and a system of representation and communication, American film is a complicated and profoundly influential element of American culture. This course explores how Hollywood films work technically, artistically, and culturally to reinforce and challenge America's national self-image.

HUM 1950 HUMANITIES STUDY TOUR-AA ()**
Prerequisite: Permission of instructor. 3 Credits
 Edison Community College sponsored study tour abroad with lectures before departure and en route. Writing Intensive; journal required.

HUM 2210 STUDIES IN HUMANITIES: THE ANCIENT WORLD THROUGH THE RENAISSANCE-AA
3 class hours 3 Credits
 An integrated study of major cultural expressions of the Greek, Roman, Hebrew, medieval, and Renaissance periods selected from art, literature, architecture, music, religion, and philosophy. Improvement in written expression, through an intensive program of guided writing assignments, is a major objective of this course, and it is recommended that students complete at least one composition course before enrolling. Students wishing to qualify for the AA degree must complete either HUM 2210, 2230 or 2930 with a grade of C or higher. This course is termed a writing intensive course and requires a minimum of 6,000 words of writing.

HUM 2228 STUDIES IN HUMANITIES: THE RENAISSANCE-AA

3 credits

3 Class hours

Prerequisite: ENC 1101 suggested.

This course draws subject matter from both HUM 2210 (Ancient-Renaissance), and HUM 2230 (17th Century-Present), exploring the history of this extravagantly creative period. Improvement in written expression, through an intensive program of guided writing assignments, is a major objective of this course, and it is recommended that students complete at least one composition course before enrolling. Students wishing to qualify for the AA degree must complete this course with a grade of "C" or higher. This course is termed a writing intensive course and requires a minimum of 6,000 words of writing.

HUM 2230 STUDIES IN HUMANITIES: THE 17th CENTURY TO THE PRESENT-AA

3 class hours

3 Credits

An integrated study of major cultural expressions of the 17th, 18th, 19th, and 20th centuries, selected from art, literature, film, architecture, music, religion, and philosophy. Improvement in written expression, through an intensive program of guided writing assignments, is a major objective of this course. It is recommended that students complete at least one composition course before enrolling. Students wishing to qualify for the AA degree must complete either HUM 2210, 2230 or 2930 with a grade of C or higher. This course is termed a writing intensive course and requires a minimum of 6,000 words of writing.

HUM 2930 STUDIES IN HUMANITIES: GREAT HUMAN QUESTIONS-AA

3 class hours

3 Credits

Central humanities themes presented through the study of selected works and performances (in philosophy, literature, art, music, architecture, drama, or dance), representing many periods and cultures and serving as a basis for discussion of issues—scientific, social and historical as well as aesthetic and philosophical—facing the individual and society. The course is taught by a team of instructors, utilizing multiple perspectives, guest lecturers, and media presentations. Improvement in written expression, through an intensive program of guided writing assignments, is a major objective of the course, and it is recommended that students complete at least one composition course before enrolling. Students wishing to qualify for the A.A. degree must complete either HUM 2210, 2230, or 2930 with a grade of C or higher. This course is termed a writing intensive course and requires a minimum of 6,000 words of writing.

HUM 2950 HUMANITIES Study tour-AA ()**

Prerequisite: Permission of instructor.

3 Credits

HUM 2950 is a second tour which is a continuation of 1950. Both courses are writing intensive; prior instructor permission. It does not substitute for HUM 2210, HUM 2230, or HUM 2930 for AA requirements.

INFORMATION SERVICES

LIS 1001 LIBRARY SKILLS () AA**

1 class hour

1 Credit

An introduction to the use of library materials and resources. The course will focus on information resources related to the undergraduate research paper.

LIS 1003 INTERNET FOR COLLEGE RESEARCH-AA

1 class hour

1 Credit

This course is designed to help students become familiar with the Internet and information resources of value in college research. Through the use of finding tools and informational resources on the Internet, students will develop increased skills in identifying, using and evaluating electronic information resources. Classroom activities and

practical experience in using the Internet will provide students basic research skills necessary for information literacy in today's world.

JOURNALISM

See Media

LEGAL ASSISTING

PLA 1003 INTRODUCTION TO LEGAL ASSISTING-AS
3 class hours **3 Credits**

Provides an overview of the training and purpose of legal assistants. Examines the role of the lawyer and the legal assistant in modern society, the ethical and professional practice standards applicable to both lawyer and assistant, and surveys the various fields of law to be covered in the Legal Assisting program.

PLA 1103 LEGAL RESEARCH AND WRITING I-AS
3 class hours **3 Credits**

Prerequisites: PLA 1003

Introduction to Legal Research including citation form, reading and finding case law, reading and finding statutes, and legislative history, reading and finding constitutional law, finding administrative law, finding court rules, finding local rules, loose-leaf services, secondary references, computer research and ethical considerations.

PLA 2114 LEGAL RESEARCH AND WRITING II-AS
3 class hours **3 Credits**

Prerequisites: PLA 1103, PLA 1003

This course provides the advanced research and writing skills that will be needed in the legal assistant profession. Course is intended to familiarize students with problems and procedures in legal research and writing. Will incorporate computerized legal research techniques to complement the techniques learned in PLA 1103. This course is a continuation of PLA 1103.

PLA 2203 FEDERAL RULES OF CIVIL AND CRIMINAL PROCEDURES-AS
3 class hours **3 Credits**

Prerequisites: PLA 1003

This course is designed to familiarize the student with the structure of our judicial systems and their jurisdictions. The course will introduce the student to the basic judicial process and its procedural aspects by focusing on Federal Rules of Court, both civil and criminal. Includes comparisons of state court rules.

PLA 2273 TORTS AND LITIGATION-AS
3 class hours **3 Credits**

Prerequisite: PLA 1003

Principles of litigation, lawyer and client relationships and ethical considerations, causes of action, remedies and defenses, jurisdiction, commencement of lawsuits, rules of procedure, pleadings, gathering evidence.

PLA 2433 BUSINESS ORGANIZATION AND GOVERNMENT REGULATIONS-AS
3 class hours **3 Credits**

Prerequisite: PLA 1003

Study of sole proprietorships, partnerships, and corporations. Ethical considerations and government regulations.

PLA 2504 REAL ESTATE LAW AND PROPERTY-AS
3 class hours **3 Credits**

Prerequisite: PLA 1003

Scope of real estate law, ownership of real estate, evidence of, examination of, and conveyance of title, legal descriptions, real estate contracts, transfer of real estate, transactions, real estate closings, and ethical considerations.

(*) Preparatory credit. Does not count toward a degree.

(**) Offered if sufficient demand

PLA 2603 WILLS, TRUST AND PROBATE-AS
 3 class hours 3 Credits
Prerequisite: PLA 1003
 Instruction in estate planning, probate practice and procedures, jurisdiction, functions of lawyers and personal representatives, initial steps in probate, inventory and appraisal, creditors claims, distribution and discharge, ancillary administration, and ethical considerations.

PLA 2763 LAW OFFICE MANAGEMENT-AS
 3 class hours 3 Credits
Prerequisite: PLA 1003
 Principles of organization and management, management styles, communications process, utilizing legal assistants, and management of office employees, office environment, office systems, office functions, and financial management.

PLA 2803 FAMILY LAW-AS
 3 class hours 3 Credits
Prerequisite: PLA 1003
 Study of scope of family law, law books and legal institutions, the family law office, ethical considerations. Study of various aspects of family law including marriage, premarital and other agreements, annulment, dissolution of marriage, separation agreements, child custody support, alimony, judicial separation, adoptions and other areas.

PLA 2931 SPECIAL TOPICS IN LEGAL ASSISTING-AS
Prerequisite: PLA 1003 1-3 Credits
 This course is intended to explore a wide range of varying topics in law which are either current topics of interest or highly focused areas within the law. Topics to be addressed will vary from one semester to another and will be selected with the purpose of providing a broader range of specialized topics to the student. Topics can be offered as either one, two or three credits and can be combined with other topics for up to six credits as career core electives.

PLA 2942 and PLA 2943 WORK EXPERIENCE PRACTICUM: LEGAL ASSISTING-AS
 3 class hours each 3 Credits each
 This course offers direct work experience under cooperative training agreements with law firms, legal services and other related organizations within the legal system. It will include an average of 10 hours per week of supervised work experience. The students experiences will be documented and upon satisfactory completion and review by the overseeing professor, will receive appropriate credit. Students are responsible for locating a suitable firm/service/organization in which to obtain this experience.

MARINE SCIENCE

See SCIENCE

MATHEMATICS

MAT 9002 BASIC MATHEMATICS (*)
 6 class and laboratory hours 4 Credits
Prerequisite: Testing or permission of Director
 This course prepares students for pre-algebra by covering basic mathematical skills. The student will learn to add, subtract, multiply, and divide, and apply those skills to whole numbers, fractions, and decimals. The student will also learn to solve problems with percents. All of the above topics will incorporate word problems.

MAT 9013 PRE-ALGEBRA (*)
 6 class and laboratory hours 4 Credits
Prerequisite: Testing, MAT 9002 or permission of Director
 The objective is to prepare the student in the usage of signed numbers, fractions, decimals, percents, ratio and proportion,

measurement, powers and square roots, geometry, and elementary algebra skills. The student will also learn to do word problems in these topics.

MAT 9024 INTRODUCTION TO ALGEBRA (*)
 6 class and laboratory hours 4 Credits
Prerequisite: Testing, MAT 9013, or permission of Director.

The objective is to prepare the student for success in any course which requires a knowledge of the fundamentals of algebra. Topics to be covered include signed numbers, algebraic expressions, equations, exponents, polynomials, factoring algebraic fractions, graphing, quadratic equations, and radical expressions. Word problems and critical thinking skills are topics and concepts used throughout the course.

MAT 1033 INTERMEDIATE ALGEBRA-AA
 3 class hours 3 Credits
Prerequisite: Testing or MAT 9024

This course is intended to prepare students for college level algebra courses which students need to take to meet the State requirements for math competencies. This course should adequately prepare the student for MAC 1102 and provide a strong algebra foundations for any higher level math courses that the student may need. This course does not satisfy mathematics AA degree graduation requirements.

MAC 1102 ALGEBRA-AA
 3 class hours 3 Credits
Prerequisite: a score of 72 on CPT or 440 SAT; 19 on ACT, "C" in MAT 1033, "A" or "B" in MAT 9024

A course designed for students with a high school Algebra II or Intermediate Algebra background. Topics included are radicals, exponents, complex numbers, linear and quadratic equations and inequalities, logarithms, relations and functions and systems of equations.

MAC 1140 PRE-CALCULUS ALGEBRA-AA
 3 class hours 3 Credits
Prerequisite: MAC 1102 or permission of the instructor.

An algebra course designed to prepare students to enter either engineering or business-related calculus courses. Topics covered include radicals, exponential and logarithmic functions, polynomial, rational functions, complex numbers, and matrices. A graphing calculator, TI85 or equivalent, is required.

MAC 1114 TRIGONOMETRY-AA
 3 class hours 3 Credits
Prerequisite: MAC 1140 Strongly recommended.

Real number systems, circular functions, trigonometric functions, inverse relations and functions, trigonometric graphs, solutions of triangles, trigonometric equations, polar coordinates, complex numbers. Contains all of the features of trigonometry found in MAC 2132, with additional emphasis on applications. A graphing calculator, TI85 or equivalent, is required. (May be taken concurrently with MAC 1140.)

MAC 2132 INTEGRATED COLLEGE ALGEBRA AND TRIGONOMETRY-AA
 4 class hours 4 Credits

Prerequisite: High school trigonometry or MAC 1114
 This is a pre-calculus review course for the well prepared student. A background in advanced high school mathematics including trigonometry is highly desirable. Basic algebra skills are reviewed within the context of the following topics: relations and functions (including inverse functions); linear, quadratic, absolute value, polynomial and rational functions; properties and graphs of exponential and logarithmic functions; theory and applications of

trigonometric functions and their inverses; systems of equations and inequalities including matrix methods. A graphing calculator TI85 or equivalent is required.

MAC 2233 CALCULUS FOR BUSINESS, SOCIAL AND LIFE SCIENCES-AA

4 class hours **4 Credits**

Prerequisite: MAC 1140

This course is designed for students in business and related studies who need calculus but not trigonometry. Included is a review of equations and inequalities and their applications, functions and graphs, lines, parabolas and systems, exponential and logarithmic functions. Major topics include mathematics of finance, limits and continuity, differentiation and applications and integration. A graphing calculator, TI85 or equivalent, is required.

MAC 2311 CALCULUS WITH ANALYTIC GEOMETRY I-AA

4 class hours **4 Credits**

Prerequisites: MAC 1140 and MAC 1114 or MAC 2132 or permission of instructor.

This course begins with a study of real numbers, functions, limits, analytic geometry; elementary differentiation, integration, and applications followed by differentiation and integrations of trigonometric, logarithmic and exponential functions. Sequential with MAC 2312 and MAC 2313. A graphing calculator, TI85 or equivalent, is required.

MAC 2312 CALCULUS WITH ANALYTIC GEOMETRY II-AA

4 class hours **4 Credits**

Prerequisite: MAC 2311 with minimum grade of C or permission of instructor.

Differentiation and integrations of trigonometric, logarithmic and exponential functions, special techniques of integration, improper integrals, sequences, infinite series, and analytic geometry in three dimensional space. A graphing calculator, TI85 or equivalent, is required.

MAC 2313 CALCULUS WITH ANALYTIC GEOMETRY III-AA

4 class hours **4 Credits**

Prerequisite: MAC 2312 with a minimum grade of C or permission of instructor.

This course includes study of linear systems and matrices, partial derivatives, multiple integration and line integrals, polar coordinates, and vectors in the plane. A graphing calculator, TI85 or equivalent, is required.

MAE 2810 MATHEMATICS FOR ELEMENTARY SCHOOL TEACHERS-AA

4 class hours **4 Credits**

Prerequisite: Testing or MAT 9024

A course for prospective or in-service elementary teachers, devoted to the structure of the real number system. The nature and language of deductive reasoning, elements of set theory, operations with the various number systems, elementary number theory, numeration systems, decimals and real numbers, percentages, ratio, and proportion. This course will satisfy one half of the mathematics graduation requirement only for those students who plan to be elementary education majors.

MAP 2302 DIFFERENTIAL EQUATIONS-AA

4 class hours **4 Credits**

Prerequisite: MAC 2312 or permission of instructor.

Methods of solutions for first order equations. Linear equations, Laplace transforms, series solutions, selected applications.

MGF 1113 TOPICS IN FINITE MATHEMATICS-AA

3 class hours **3 Credits**

Prerequisite: Testing, "C" in MAT 1033, or "A" or "B" in MAT 9024

This course covers State of Florida essential computational skills including arithmetic, algebra, geometry, probability and statistics. It covers most of the computational skills on the College Level Academic Skills Test (CLAST).

MTB 1308 TI-GRAPHING CALCULATORS-AA

1 class hour **1 Credit**

Prerequisite: Required calculator (TI85 or equivalent)

This is an introductory course in using the Texas Instrument graphing calculators. No previous knowledge of the calculator is expected or required. This course is especially appropriate for those who wish to take advantage of the advanced features of the TI series calculators. This course may be offered as a workshop class or in a distance learning format with videotape check-out.

STA 2040 INTRODUCTORY STATISTICS-AA

4 class hours **4 Credits**

Prerequisite: MAC 1102 or permission of instructor.

An introductory course in statistics covering topics in parametric and non-parametric statistics. Topics include: descriptive measures, probability, statistical inference and decisions-making, estimation, hypothesis testing, regression and correlational analysis, probability distributions, sampling distributions, use of electronic calculators, interpretations of computer printouts, and non-parametric test procedures.

MEDIA: JOURNALISM, RADIO, TELEVISION

JOU 1100 BASIC REPORTING-AA ()**

3 class hours **3 Credits**

Introduction to the profession. Emphasis on theory and practice of writing news.

JOU 2946-2947 PRACTICUM IN NEWS REPORTING I, II-AA

3 Credits

Prerequisite: JOU 1100

This course provides students the opportunity for a structured learning experience in a "real-world" newsroom environment. The student will work in a news organization - a newspaper office, television studio or radio station - learning specific reporting concepts and skills and how to apply them. An average of fifteen hours of supervised work experience weekly and a scheduled weekly conference with the instructor will be required per semester.

MMC1000 SURVEY OF MASS COMMUNICATIONS-AA ()**

3 class hours **3 Credits**

Requirements, opportunities, and responsibilities of various media.

RTV 2000 INTRODUCTION TO BROADCASTING-AA()**

3 class hours **3 Credits**

Basic elements of radio and television broadcasting. The process of broadcast communications and its social, economic, and physical bases; careers, programming trends and future developments in broadcasting.

RTV 2230 RADIO ANNOUNCING AND PROGRAMMING-AA ()**

3 class hours **3 Credits**

Prerequisites: SPC 1010, or permission of instructor.

A practical approach to an understanding of the skills and techniques necessary for the performance, writing and

production of various radio program elements. After learning the operation of standard radio control room equipment, students will progress to the performance and production of program elements which include music, news commercials and interviews.

MUSIC

MUE 1440 STRING TECHNIQUES-AA ()**

2 class hours **1 Credit**
Basic principles and techniques of tone production, literature, reading and transposition applicable to string instruments.

MUE 1450 WOODWIND TECHNIQUES-AA ()**

2 class hours **1 Credit**
Basic principles and techniques of tone production, literature, reading and transposition applicable to woodwind instruments.

MUE 1460 BRASS TECHNIQUES-AA ()**

2 class hours **1 Credit**
Basic principles and techniques of tone production, literature, reading and transposition applicable to brass instruments.

MUE 1470 PERCUSSION TECHNIQUES-AA ()**

2 class hours **1 Credit**
Basic principles and techniques of tone production, literature, reading and transposition applicable to percussion instruments.

MUH 2018 JAZZ HISTORY AND APPRECIATION-AA

3 class hours **3 Credits**
This course is designed to introduce to the student the main jazz styles from a historical perspective. Along with this historical evolution, representative jazz artists and their music will be listened to and discussed. It is not expected that the student possess the ability to read music; consequently detailed analysis involving the use of that skill is beyond the scope of this course. Lectures will highlight the general characteristics of various jazz styles and artists and focus on listening skills which will aid in an appreciation of jazz, America's most important contribution to Western art music.

MUL 1110 MUSIC HISTORY AND APPRECIATION-AA

3 class hours **3 Credits**
Materials, literature, and practices of music, and consideration of its aesthetic purposes and social function. Development of listening skills and criteria of judgment.

MUM 2701 MUSIC BUSINESS-AS

3 class hours **3 Credits**
An introductory orientation to the structure of the music business and the entertainment industry. Emphasis is placed on contemporary music business practices. Topics include careers in the recording and performing fields, retail music merchandising, publishing, song writing and arranging, arts and artist management, professional organizations, copyright law and career development.

MUN 1120, 2120 CONCERT BAND-AA

3 class hours **1 Credit**
Emphasis on study and performance of literature written for the modern concert band. Ensemble open to all students. (Band students transferring as music majors are encouraged to enroll).

MUN 1210, 2210 ECC COMMUNITY ORCHESTRA-AA ()**

3 class hours **1 Credit**
Prerequisite: permission of instructor.
Emphasis on study and performance of orchestral literature. Ensemble open to all students and community members.

MUN 1310, 2310 COLLEGE CHOIR-AA

3 class hours **1 Credit**
Study, rehearsal, performance of choral literature, with training in fundamentals of singing. Attention given to general, cultural and humanistic consideration.

MUN 1340, 2340 VOCAL ENSEMBLE-AA ()**

2 class hours **1 Credit**
Prerequisite: permission of instructor.
Study and performance of ensemble literature for various small groupings.

MUN 1410-1440, 2410-2440 INSTRUMENTAL CHAMBER ENSEMBLES-AA ()**

3 class hours **1 Credit**

MUN 1410-1440, 2410-2440 INSTRUMENTAL CHAMBER ENSEMBLES-AA

Prerequisite: permission of instructor.
Small ensembles concentrating on the specialized literature available to them. Choices include: String Ensemble MUN 1410, 2410; Woodwind Ensemble MUN 1420, 2420; Brass Ensemble MUN 1430, 2430; Percussion Ensemble MUN 1440, 2440.

MUN 1710, 2710 JAZZ ENSEMBLE I, II-AA

3 class hours **1 Credit**
Prerequisite: permission of instructor.
Emphasis on study and performance of literature for the modern big jazz band. Auditions held for placement in performing or preparatory group.

MUT 1001 FUNDAMENTALS OF MUSIC-AA

3 class hours **3 Credits**
Introduction to the reading and performance of music, including principles of notation, scales, triads, rhythms, and interpretive markings. For students with little or no previous musical training.

MUT 1111/1112 MUSIC THEORY I, II-AA

3 class hours **3 Credits**
A study of music fundamentals, and of diatonic and chromatic harmony, largely through the use of a four-voice chorale-style model. It is intended that MUT 1241/1242 be taken concurrently, and it is recommended that MVK 1111 be taken concurrently with MUT 1111.

MUT 1241/1242 SIGHT SINGING AND EAR TRAINING I, II-AA

2 class hours **1 Credit**
The development of aural skills through sight singing, melodic and harmonic dictation, and error detection in diatonic musical examples. It is intended that MUT 1111/1112 be taken concurrently.

MUT 2116/2117 MUSIC THEORY III, IV-AA

3 class hours **3 Credits**
Prerequisite: MUT 1111/1112 or permission of professor.
Modulation using diatonic and chromatic harmony, twentieth-century tonal practices, introduction to atonal analysis and twelve-tone techniques, and the study of musical forms. It is intended that MUT 2246/2247 be taken concurrently.

MUT 2246/2247 SIGHT SINGING AND EAR TRAINING III, IV-AA

2 class hours **1 Credit**
Prerequisite: MUT 1241/1242 or permission of instructor.
The development of aural skills in both diatonic and chromatic musical styles. Includes sight singing, melodic

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NURSING

NUR 1010 INTRODUCTION TO NURSING-AS

3 class hours 3 Credits

Prerequisites: BSC 1085/1085L, MAC 1102, CHM 2030/2030L

Corequisites: BSC 1086/1086L, NUR 1022/1022L, NUR 1024L, ENC 1101, NUR 1930

The Edison Community College Department of Nursing's philosophy, conceptual framework, and outcomes are presented. This course introduces students to the history and trends in nursing, the health-wellness continuum, and Maslow's Hierarchy of needs. Other topics addressed include the following: legal and ethical issues, medical terminology, death and dying, and the recognition of cultural diversity in both the client and the profession.

NUR 1022 FUNDAMENTALS OF NURSING-AS *

3 class hours 5 Credits

NUR 1022L FUNDAMENTALS OF NURSING CLINICAL-AS

6 laboratory hours 0 Credits

Prerequisites: BSC 1085/1085L, MAC 1102, CHM 2030/2030L

Corequisites: BSC 1086/1086L, ENC 1101, NUR 1010, NUR 1930, NUR 1024L

Students are introduced to the practice of the Associate Degree nurse and the role as provider of care, manager of care, and member of the discipline of nursing. Using the nursing process, students begin to assess human needs and the actual or potential problems that interfere with the client's ability to meet these basic needs. Students learn fundamental, technical and interpersonal skills. Clinical laboratory experiences are provided in selected area hospitals and extended care facilities with an emphasis on the elderly.

NUR 1024L FUNDAMENTALS OF NURSING PRACTICUM-AS

3 laboratory hours 1 Credit

Prerequisites: BSC 1085/1085L, MAC 1102, CHM 2030/2030L

Corequisites: ENC 1101, NUR 1010, NUR 1930, NUR 1022/1022L, BSC 1086/1086L

Students begin the application of fundamental nursing skills and techniques related to the practice of nursing to clients with uncomplicated medical-surgical alterations in health. These skills are demonstrated and practiced in the nursing practicum lab. Learning experiences include discussion, assigned readings, class demonstrations, and videos.

NUR 1930 NURSING SEMINAR I-AS

1 class hour 1 Credit

Prerequisites: BSC 1085/1085L, MAC 1102, CHM 2030/2030L

Corequisites: NUR 1010, NUR 1022/1022L, NUR 1024L, ENC 1101, BSC 1086/1086L

This course introduces the student to written documentation of care provided in acute and long-term care facilities. Students work individually and in small groups on assignments pertaining to the following: the well older adult, interpersonal relationships, client assessment, and the nursing process.

NUR 1201 TRANSITIONAL NURSING CONCEPTS-AS *

Advanced Placement Sequence Only
3 class hours, 3 laboratory hour 5 Credits

NUR 1201L TRANSITIONAL NURSING CONCEPTS CLINICAL-AS

3 clinical hours 0 Credits

Prerequisites: ENC 1101, PSY 2013, DEP 2004, HUN 1001, BSC 1085/1085L, BSC 1086/1086L, CHM 2030/2030L MAC 1102, Nursing Mobility Exam (as required (A Florida certificate or license as a Paramedic, Respiratory Therapist (RRT), Cardiovascular Technician (RCVT), or Licensed Practical Nurse (LPN) is required. Paramedics, RRT's, and RCVT's must be Florida certified nursing assistants.)

Corequisites: NUR 1932

This transitional course introduces the student to the Edison Community College (ECC) Department of Nursing's philosophy, conceptual framework, and outcomes. The course includes content on the nursing process, legal and ethical issues, and expanded technical skills. Using the nursing process, students assess human needs, alterations of human needs, and nursing interventions necessary to meet these needs. The student is introduced to the role of provider of care, manager of care, and member of the discipline of nursing. The course utilizes experiences in the classroom, practicum lab and clinical facilities to address nursing care of clients in acute care settings.

NUR 1210 ADULT NURSING I-AS *

3 class hours 6 Credits

NUR 1210L ADULT NURSING I CLINICAL-AS

9 laboratory hours 0 Credits

Prerequisites: NUR 1930, NUR 1010, NUR 1022/1022L, NUR 1024L

Corequisites: DEP 2004, NUR 1240L, HUN 1001, PSY 2013, NUR 1931

Students continue to develop their role as a member of the profession of nursing and as a provider of care to clients with uncomplicated medical-surgical alterations in health. Application of theory to practice is emphasized. Knowledge, techniques, and skills related to promoting, restoring, and maintaining health are taught. Learning experiences include the following: lecture-discussion, a written teaching-learning plan, and clinical experience in acute and long-term care facilities.

NUR 1240L ADULT NURSING I PRACTICUM-AS

3 laboratory hours 1 Credit

Prerequisites: NUR 1930, NUR 1022/1022L, NUR 1024L, NUR 1010,

Corequisites: DEP 2004, NUR 1210/1210L, HUN 1001, PSY 2013, NUR 1931

Students build upon fundamental skills and techniques related to the practice of nursing of clients with uncomplicated medical-surgical alterations. Students continue to progress in performing simple medical-surgical procedures and techniques by utilizing nursing concepts and principles derived from lecture-discussion, assigned readings, class demonstration and videos in the nursing practicum lab.

NUR 1931 NURSING SEMINAR II-AS

1 class hour 1 Credit

Prerequisites: NUR 1022/1022L, NUR 1024L, NUR 1010, NUR 1930

Corequisites: NUR 1210/1210L, NUR 1240L, HUN 1001, PSY 2013, DEP 2004

This course expands on written documentation. Critical thinking skills relevant to providing and managing the care

of adult clients are introduced. The nursing process with emphasis on the nursing diagnosis is stressed. The APA format of writing scholarly papers is introduced and individual papers critiqued.

NUR 1932 NURSING SEMINAR - ADVANCED PLACEMENT-AS

1 class hour 1 Credit

Prerequisites: MAC 1102, BSC 1085/1085L, BSC 1086/1086L, PSY 2012, DEP 2004, CHM 2030/2030L, HUN 1001, ENC 1101

Corequisites: NUR 1201/1201L

This course introduces the student to concepts relevant to the nursing care provided in acute and long term care facilities. Students work individually and in groups on assignments pertaining to the following: cultural diversity, nursing process, nursing care plans, pharmacology, ethical-legal implications, and the teaching-learning process.

NUR 2460 NURSING OF THE CHILDBEARING FAMILY-AS *

4 class hours 8 Credits

NUR 2460L NURSING OF THE CHILDBEARING FAMILY CLINICAL-AS

12 clinical hours 0 Credits

Prerequisites: NUR 1931 or NUR 1932, NUR 1210/1210L or NUR 1201/1201L, HUN 1001, DEP 2004, PSY 2013, BSC 1086/1086L, NUR 1024L

Corequisites: NUR 2810/2810L

A developmental approach is utilized to study the basic needs of the Childbearing/Childrearing family. The reproductive years are explored with emphasis on the stages of pregnancy, childbirth, the puerperium, and on the child from birth through adolescence. Emphasis is on growth and development and alterations in health during these stages. Specialized skills are demonstrated and practiced in the nursing laboratory. The clinical laboratory provides the student the opportunity to develop their role as provider of care, manager of care, and member within the profession of nursing as it relates to the Childbearing family.

NUR 2212 ADVANCED ADULT NURSING II-AS *

4 class hours 8 Credits

NUR 2212L ADVANCED ADULT NURSING II CLINICAL-AS

12 clinical hours 0 Credits

Prerequisites: NUR 1931 or NUR 1932, NUR 1210/1210L or NUR 1201/1201L, HUN 1001, DEP 2004, PSY 2013, BSC 1086/1086L, NUR 1024L

Corequisites: NUR 2810/2810L

This course is an integrated study of complicated alteration in health in the adult client. It includes theoretical concepts relevant to adults experiencing complex medical, surgical, and mental health alterations, and the goal of restoration or maintenance of health. Clinical learning experiences provide students with the opportunity to further develop their roles as provider of care, manager of care, and member within the profession of nursing.

NUR 2810 PROFESSIONAL ISSUES AND ROLE DEVELOPMENT-AS *

2 class hours 4 Credits

NUR 2810L CLINICAL PRECEPTORSHIP-AS

96 Clinical hours/over 4 weeks 0 Credits

Prerequisites: All nursing courses and all A.S. degree general requirements.

Corequisites: NUR 2460/2460L or NUR 2212/2212L

This course is designed to facilitate the transition of the student to entry level practitioner. An overview of trends and issues in nursing and health care delivery is presented. The course explores legal-ethical issues, management and leadership concepts, and issues related to employment in nursing. The focus of the clinical experience is on the progression of the student from the educational setting and student role, to functioning within the reality of the work place in a professional role. This Level 2 clinical preceptorship teams a student with a registered nurse mentor for an in-depth clinical experience. Students are provided with an opportunity to synthesize and utilize knowledge gained during their educational experience while functioning in the role of provider of care. Opportunities are provided for students to participate as a manager of client care, and to observe basic management functions. Students are required to complete this level 2, ninety-six hour clinical preceptorship, during the final month in the nursing program.

*Nursing courses with clinicals are taught as unified courses. A student must get a grade of "C" or above in theory and a passing grade in clinical in each nursing course attempted.

NUTRITION

(See Science)

PHILOSOPHY

IDS 1350 CRITICAL THINKING-AA

3 class hours 3 Credits

This course is designed to develop higher level reasoning and problem-solving skills which can be effectively transferred to other subject areas. Emphasis will include specialized vocabulary development and verbal and quantitative reasoning skills. Students will apply creative and critical reasoning skills to brainstorming, patterns of thinking, questioning and effective problem-solving strategies. Fundamentals of logic, analogies, perceptions and learning styles will also be explored. General elective credit only. Does not satisfy AA Humanities requirements.

PHI 2010 INTRODUCTION TO PHILOSOPHY AA

3 class hours 3 Credits

A basic course in philosophical thinking. Selected readings from Socrates to Sartre.

PHI 2100 LOGIC: REASONING AND CRITICAL THINKING-AA

3 class hours 3 Credits

Basic course in methods and principles in development of correct reasoning.

PHI 2600 ETHICS-AA

3 class hours 3 Credits

Basic course in philosophical thinking about morality, moral problems, and moral judgments.

REL 2300 WORLD RELIGIONS-AA
3 class hours **3 Credits**
 A scholarly introduction to the major religious traditions of the world. Course material will include historical background, function in society, philosophical tenets and sacred texts drawn from Hinduism, Buddhism, Taoism, Confucianism, Shintoism, Judaism, Christianity and Islam.

PHOTOGRAPHY

See ART

PHYSICAL SCIENCE

See SCIENCE

POLITICAL SCIENCE

INR 2002 INTERNATIONAL RELATIONS-AA
3 class hours **3 Credits**
 The interactions of nation states in terms of political, economic, psychological, and cultural factors; power, morality, and law among states. Conflict and cooperation in the pursuit of national interests. International political systems and their functions.

POS 2041 AMERICAN NATIONAL GOVERNMENT-AA
3 class hours **3 Credits**
 The national government within the American federal system. Functions, processes, and contemporary problems of American political systems. Political parties, pressure groups, elections, Congress, the Presidency, and the Supreme Court.

POS 2112 AMERICAN STATE AND LOCAL POLITICS-AA
1-3 class hours **1-3 Credits**
 Emphasizes practical politics and functional government. Critical analysis of state and community political systems and processes. Uses community as laboratory. Contacts with state/local officials. Internships encouraged and credit for practical experience allowed when approved by instructor. Student enrolls for any number of the following 3 modules:
 1. State Politics
 2. Community Politics
 3. Intergovernmental Relations

POS 2601 THE CONSTITUTION-AA ()**
3 class hours **3 Credits**
 This course introduces students to landmark Supreme Court decisions and doctrines in American constitutional law. Major social problems, social institutions, and the scope of constitutional power will be explored. Course is suitable for general elective credit only.

PSYCHOLOGY

CLP 1000 PERSONAL AND SOCIAL ADJUSTMENT-AA
3 class hours **3 Credits**
 A psychological study of the healthy personality and individual adjustment. Academic content is blended with classroom activities and self-analysis aimed at developing better insight into the student's own personality as it relates to principles of mental health, life-adjustment, personal happiness, relationships with others, and successful functioning in college and in society.

DEP 2004 HUMAN GROWTH AND DEVELOPMENT-AA
3 class hours **3 Credits**
 A life span coverage of theories and findings in human development, emphasizing the physical and psycho-social growth of the individual from conception to death. Emphasis will be placed on the special problems and challenges the individual faces at each stage of the life cycle: prenatal development, infancy, childhood, adolescence, adulthood, and old age.

DEP 2102 CHILD PSYCHOLOGY-AA
3 class hours **3 Credits**
Prerequisite: PSY 2013
 An investigation of the forces which shape and influence the growth and development of children. The course is designed to be of value to those who are or expect to be parents, teachers, or who plan to work with children in any capacity.

DEP 2302 ADOLESCENT PSYCHOLOGY-AA
3 class hours **3 Credits**
Prerequisite: PSY 2013
 An investigation of the transitional years between childhood and adulthood. Emphasis is on the changing self-concept of the young person and the special problems unique to this stage of life.

EDP 2002 EDUCATIONAL PSYCHOLOGY-AA
3 class hours **3 Credits**
Prerequisite: PSY 2013
 Active lecture classes which review the various applications of psychology (clinical, home, educational) as viewed from several psychological viewpoints (learning theory, behavior modification, psychiatry, humanistic). The course also explores various self-control techniques, geared to help the individual in everyday situations.

INP 2301 HUMAN RELATIONS IN BUSINESS AND INDUSTRY-AA
3 class hours **3 Credits**
 The study and analysis of personal and personnel relationships in occupations. Covers the techniques and dynamics underlying harmonious relationships in work organizations, and the importance of the working environment, as it affects human services and productivity.

PSY 2013 GENERAL PSYCHOLOGY I-AA
3 class hours **3 Credits**
 This course is designed to give all students an introduction to psychology as a science and an understanding of psychology's applications to everyday life. The general models and methods psychology uses will be explored as well as the factors which influence human behavior, including physiology, genetics, sensation, perception, learning, memory cognition, emotions, motives, personality, abnormal behavior and social interaction.

PSY 2014 GENERAL PSYCHOLOGY II-AA
3 class hour **3 Credits**
Prerequisite: PSY 2013
 This is the second course in introductory psychology designed primarily for psychology majors. Emphasis is placed on the basic principles and concepts of experimental psychology, including scientific methodology and experimental investigation, conditioning and learning, perception, cognition, memory, motivation and neuro-psychology.

RADIO

See Media

RADIOLOGIC TECHNOLOGY

RTE 1000 INTRODUCTION TO RADIOGRAPHY AND PATIENT CARE-AS

3 class hours

3 Credits

Prerequisite: Admission to Radiologic Technology Program

Co-requisite: RTE 1503L

An overview of medical imaging and an investigation of patient care techniques applicable to the practicing radiographer. Includes concepts on becoming a technologist, practicing the profession, and competently performing patient care in the medical environment.

RTE 1001 RADIOGRAPHIC PATHOLOGY/MEDICAL TERMINOLOGY-AS

3 class hours

3 Credits

A course specifically designed for the radiography student that combines a study of medical terminology with common disease processes demonstrated radiographically. The course follows a programmed text on terminology. Class discussions of disease processes that correlate with terminology lessons will bridge these two areas and allow the student to apply new terms to his/her field of study.

RTE 1418 PRINCIPLES OF RADIOGRAPHIC EXPOSURE I-AS

3 class hours

3 Credits

Prerequisite: RTE 1613, Radiographic Physics

Co-requisite: RTE 1804, Radiology Practicum I

A course designed to build upon the concepts learned in RTE 1613, Radiologic Physics. The course leads the learner through concepts related to radiographic imaging including: beam restriction, grids, radiographic film, processing, sensitometry, intensifying screens, quality factors, and conversion techniques involving manipulation of exposure parameters.

RTE 1457 PRINCIPLES OF RADIOGRAPHIC EXPOSURE II-AS

2 class hours

2 Credits

Prerequisite: RTE 1418, Principles of Radiographic Exposure I

Co-requisite: RTE 1814, Radiology Practicum II

A course designed to build upon the concepts learned in RTE 1613, Radiologic Physics, and RTE 1418, Principles of Radiographic Exposure I. The course leads the learner through concepts related to radiographic imaging including: film critique, exposure control systems including fixed and variable kilovoltage technique chart construction, automatic exposure control, and exposure conversion methods.

RTE 1503 RADIOGRAPHIC POSITIONING I-AS

3 class hours

3 Credits

Prerequisite: Admission into the Radiologic Technology Program

Co-requisites: RTE 1503L and RTE 1613

A study of radiographic positioning procedures covering the upper and lower extremities, chest and abdomen. Concepts include radiographic anatomy and film analysis. Radiation protection is stressed and demonstrated for each procedure.

RTE 1503L RADIOGRAPHIC POSITIONING I LAB-AS

16 class hours

2 Credits

Prerequisite: Admission into the Radiologic Technology Program and preceding Practicum course.

Co-requisites: Accompanying RTE courses for each semester of study.

Affiliation agreements with various hospitals enable the Edison Community College Radiologic Technology student to gain valuable clinical experience in departments of radiology. Each student has the opportunity to demonstrate skills learned in the classroom in the clinical setting. In this area, each student is assigned to the various department subdivisions. The student works closely with a registered radiologic technologist.

RTE 1513 RADIOGRAPHIC POSITIONING II-AS

3 class hours

3 Credits

Prerequisite: RTE 1503 and 1503L

Co-requisites: RTE 1804

A continuation of positioning theory and application started in RTE 1503. Radiographic procedures studied include: the entire vertebral column, bony thorax, upper and lower gastrointestinal systems, the biliary system, and the genitourinary system.

RTE 1523 RADIOGRAPHIC POSITIONING III-AS

3 class hours

3 Credits

Prerequisite: RTE 1513 and 1804

Co-requisite: RTE 1814

Positioning III covers the procedures involved with radiographic examinations of the head. X-ray studies investigated include: bony calvarium, sella turcica, facial bones, optic foramen, mandible, temporomandibular joints, paranasal sinuses, and the temporal bone.

RTE 1573 RADIOLOGIC SCIENCE PRINCIPLES-AS

2 class hours

2 Credits

Prerequisite: RTE 1457, Principles of Radiographic Exposure II

Co-requisite: RTE 1824, Radiology Practicum III

A course designed to teach radiography students advanced imaging concepts including: mobile radiography, fluoroscopy, tomography, macroradiography, duplication, subtraction, xeroradiography, digital imaging processing, and basic physical concepts related to computed tomography and magnetic resonance imaging.

RTE 1613 RADIOGRAPHIC PHYSICS-AS

4 class hours

4 Credits

Prerequisite: Admission to Radiologic Technology Program

Co-requisite: RTE 1503L

A study of the fundamental units of measurement, the structure of matter, and the concepts of work, force and energy. The course covers the following basics of electricity: electrostatics, electrodynamics, magnetism, and the electric generator. Concepts include electromagnetic induction, transformers, rectifiers, X-ray tubes, and the interactions that produce X-radiation. Radiation measurement and basic radiation protection concepts are also included.

RTE 1951 RADIOLOGIC TECHNOLOGY PORTFOLIO DEVELOPMENT-AS

1 credit hour

Prerequisite: Permission of Instructor

Portfolio development is a process designed to assist Registered Radiologic technologists who desire to earn the Associate in Science Degree in Radiologic Technology.

(*) Preparatory credit. Does not count toward a degree.

(**) Offered if sufficient demand

These individuals will be graduates of accredited, hospital-based, radiologic technology programs who are certified by the American Registry of Radiologic technologists (ARRT).

RTE 2061 RADIOLOGIC TECHNOLOGY SEMINAR-AS
2 class hours 2 Credits

Prerequisite: None

Co-requisite: None

A final, comprehensive course that reviews and interrelates concepts previously covered in the two-year curriculum. It provides the student with a meaningful approach to evaluate previous learning and to investigate areas of needed preparation for employment and credentialing. The course also includes employment interview skills and related concepts such as resume preparation.

RTE 2385 RADIATION BIOLOGY/PROTECTION-AS
2 class hours 2 Credits

Prerequisite: RTE 1613

Co-requisite: RTE 2834

An examination of radiation safety issues related to the Radiologic Technology profession. Emphasis is given to concepts that increase one's awareness of the responsibility to protect the public and self from unnecessary radiation dose.

RTE 2473 QUALITY ASSURANCE-AS
1 class hour 1 Credit

Prerequisite: RTE 1418

Co-requisite: RTE 2844

A course designed to introduce the radiography student to evaluation methodology of radiographic systems to assure consistency in the production of quality images at the lowest dose.

RTE 2542 ADVANCED POSITIONING-AS
2 class hours 2 Credits

Prerequisite: RTE 1523

Co-requisite: RTE 1814

Students learn advanced radiographic procedures including venipuncture and mammography. Special consideration is placed on positioning and exposure techniques that help the radiographer consistently obtain optimum images of human anatomy.

RTE 2563 SPECIAL RADIOGRAPHIC PROCEDURES AND CROSS-SECTIONAL ANATOMY-AS
3 class hours 3 Credits

Prerequisite: RTE 2542

Co-requisite: RTE 1824

An investigation of the anatomy, equipment, and techniques for special radiographic procedures. Included are angiographic, neuroradiographic, and interventional procedures. Infrequent, but interesting studies are also covered such as lymphography and sialography. Included in this course is an introduction to cross-sectional anatomy as demonstrated by digital imaging techniques.

RTE 1804 RADIOLOGY PRACTICUM I-AS
24 class hours 3 Credits

Prerequisites: Admission to the Radiologic Technology Program and preceding Practicum course.

Co-requisite: Accompanying RTE courses for each semester of study.

RTE 1814 RADIOLOGY PRACTICUM II-AS
24 class hours 3 Credits

Prerequisites: Admission to the Radiologic Technology Program and preceding Practicum course.

Co-requisite: Accompanying RTE courses for each semester of study.

RTE 1824 RADIOLOGY PRACTICUM III-AS
24 class hours 3 Credits

Prerequisites: Admission to the Radiologic Technology Program and preceding Practicum course.

Co-requisite: Accompanying RTE courses for each semester of study.

RTE 2834 RADIOLOGY PRACTICUM IV-AS
24 class hours 3 Credits

Prerequisites: Admission to the Radiologic Technology Program and preceding Practicum course.

Co-requisite: Accompanying RTE courses for each semester of study.

RTE 2844 RADIOLOGY PRACTICUM V-AS
16 class hours 2 Credits

Prerequisites: Admission to the Radiologic Technology Program and preceding Practicum course.

Co-requisite: Accompanying RTE courses for each semester of study.

RTE 2854 RADIOLOGY PRACTICUM VI-AS
20 class hours 2 Credits

Prerequisites: Admission to the Radiologic Technology Program and preceding Practicum course.

Co-requisite: Accompanying RTE courses for each semester of study.

READING

REA 9002 READING SKILLS II (*)
6 class hours and laboratory hours 4 Credits

Prerequisite: Testing or permission of Director.

Reading Skills II is a required classroom/laboratory course for students whose reading test scores indicate a need for development of reading skills. Emphasis is placed on improving literal and inferential comprehension, vocabulary, rate, listening, writing, and study skills.

REA 9003 READING SKILLS III (*)
6 class hours and laboratory hours 4 Credits

Prerequisite: REA 9002, or testing, or permission of Director.

Reading Skills III is a classroom/laboratory course which is required for students whose reading test scores indicate a need for development of reading skills. An integrated course of literal and inferential comprehension, vocabulary, rate and flexibility, listening, writing and study skills.

REA 1605 STUDY SKILLS FOR COLLEGE STUDENTS-AA
1 class hour 1 Credit

This course is designed to introduce specific study strategies, encourage self-determination, and student motivation. Emphasis is on individual application of different learning techniques for all college students.

REA 1620 SPECIAL STUDY SKILLS-AA
2 class hours 1 Credit

This course is designed to introduce specific study strategies with emphasis on practical application of study and learning techniques for success in college. Group guidance is used to increase motivation, to encourage self-determination, and to foster sound career planning. Course is required of all students on academic warning with at least 18 hours of credit and less than 2.0 grade point average.

REAL ESTATE

(see Business/Management/Finance)

RESPIRATORY CARE

RET 1024 INTRODUCTION TO CARDIOPULMONARY TECHNOLOGY-AS

3 class hours 3 Credits

A survey of the field including terminology and basic skills related to asepsis. The historical development of and current trends in cardiopulmonary technology are discussed.

RET 1402 PULMONARY ELECTRONIC INSTRUMENTATION-AS

1 class hour, 3 laboratory hours 2 Credits

Prerequisite: RET 1616

Mechanical and pulmonary analogs of electrical circuits with applied electronics are covered.

RET 1616C CARDIOPULMONARY ANATOMY AND PHYSIOLOGY-AS

1 class hour, 3 laboratory hours 2 Credits

Prerequisite: RET 1024

This course covers cardiopulmonary anatomy and physiology in detail, blood gas analysis, and other hemodynamic calculations required in cardiopulmonary physiology.

RET 1821L FRESHMAN CLINICAL I-AS

6 laboratory hours 2 Credits

Prerequisite: RET 1024

Supervised clinical practice at an affiliated hospital. Areas of concentration in this first clinical course are cardiopulmonary resuscitation and orientation to clinical affiliates. Included are oxygen and aerosol administration and general respiratory care and an introduction to invasive and non-invasive cardiology.

RET 2234C RESPIRATORY CARE I-AS

2 class hours, 6 laboratory hours 4 Credits

Prerequisite: RET 1616C

Co-requisite: RET 2874L

Medical gas, humidity and nebulization concepts are presented, as well as fundamentals of respiratory pharmacology. Clinical experience affords the student the opportunity to observe basic respiratory procedures and equipment maintenance.

RET 2244 CRITICAL CARE APPLICATIONS-AS

4 class hours 2 Credits

Prerequisite: RET 2234C or CPT 2420

Co-requisite: RET 2875 or CPT 2421

This course presents an in-depth study of critical care measures for medical, surgical, emergency and pediatric patients. Intraortic balloon pumping, Swan-Ganz monitoring and chest tube management are also presented.

RET 2254C RESPIRATORY CARE THERAPEUTICS-AS

3 class hours, 5 laboratory hours 4 Credits

Prerequisite: RET 1616C

Co-requisite: RET 2234C

This course teaches the theory, application and evaluation of Respiratory Care treatment modalities, as well as employing communication skills with physicians, patients and other health care providers.

RET 2264C RESPIRATORY CARE II-AS

2 class hours, 6 laboratory hours 4 Credits

Prerequisite: RET 2234C

Co-requisite: RET 2875

This course deals with the theory and application of techniques of artificial mechanical ventilation on neonate, pediatric and adult populations as well as other forms of patient monitoring.

RET 2414C PULMONARY STUDIES-AS

2 class hours, 3 laboratory hours 4 Credits

Prerequisite: RET 2234C

Co-requisite: RET 2264C

Concentrating on diagnostic techniques, this course presents the theory, calibration, operation and clinical application of instruments used for recording and evaluating pulmonary function.

RET 2874L CLINICAL PRACTICUM II-AS

12 laboratory hours 4 Credits

Prerequisite: RET 1616C

Co-requisite: RET 2234C

Under supervision, the student assists the therapist in respiratory procedures in both in-patient and out-patient situations. Class presentation also involves instruction in the rationale for procedures.

RET 2875L CLINICAL PRACTICUM III-AS

18 laboratory hours 6 Credits

Prerequisite: RET 2874L

Co-requisite: RET 2264C

Under supervision, the student assists the therapist in respiratory procedures for patients in acute care facilities. In addition, the student has experience preparing equipment for use in patient care.

RET 2876L CLINICAL PRACTICUM IV-AS

18 laboratory hours 6 Credits

Prerequisites: RET 2875L, RET 2264C

Co-requisite: RET 2930

Under supervision, the student participates in respiratory therapy care measures in all areas of the acute care facility. Students also maintain equipment, participate in emergency procedures and pulmonary function testing as well as observation rotations in the home care setting and sub-acute care.

RET 2930 RESPIRATORY CARE PRACTITIONER AS A PROFESSIONAL-AS

2 class hours 2 Credits

Prerequisite: RET 2264C

Co-requisite: RET 2876L

The professional relationship of the respiratory therapist is presented and a basic research format is emphasized with an added option of taking an ACLS class.

RET 2934 TOPICS IN RESPIRATORY CARE - HYPERBARIC OXYGEN MEDICAL/TECHNICAL ASPECTS-AS

(elective) 3 class hours 3 Credits

Prerequisites: RET 1024, RET 1616C, RET 1402

This course is designed to teach the student theory, application and evaluation of Special Procedures in Respiratory Care. The student will earn hyperbaric medicine and other special topics.

SCIENCE

Note: It is recommended that all learning assistance (College Prep) classes be completed prior to enrollment in ANY Science Course.

~ General Science ~

ISC 1001 CONTEMPORARY INTERDISCIPLINARY SCIENCE I-AA

2 class hours 2 Credits

This interdisciplinary course is designed to meet one-half of the general education requirement for science. It emphasizes the development of the scientific reasoning necessary to be a productive citizen in modern society, by emphasizing an interactive, hands-on learning structure. This first of a two-part course series emphasizes the development of scientific reasoning skills, use of the scientific method and the development of topical experience in physics and chemistry. This course may be taken in any order with ISC 1002.

ISC 1001L CONTEMPORARY INTERDISCIPLINARY SCIENCE I LABORATORY-AA

3 laboratory hours 1 Credit

This laboratory accompanies the lecture and gives the student "hands on" opportunities for development of laboratory reasoning skills in applied meteorology, physics, and chemistry.

ISC 1002 CONTEMPORARY INTERDISCIPLINARY SCIENCE II-AA

2 class hours 2 Credits

This course is the second part of a two-course series designed to meet the general education requirement for all students requiring a non-major's approach to science and scientific reasoning skills. It continues the tradition of emphasizing interactive, hands-on learning approach for life science, chemistry and biology, emphasizing principles of inheritance, ecology and the environment. This course may be taken in any order with ISC 1001.

ISC 1002L CONTEMPORARY INTERDISCIPLINARY SCIENCE II LABORATORY-AA

3 laboratory hours 1 Credit

This accompanying lab continues to develop scientific reasoning skills through applied life science, chemistry, human, and environmental biology.

~ Anatomy ~

BSC 1085 ANATOMY AND PHYSIOLOGY I-AA

3 class hours, 3 laboratory hours 3 credits

Prerequisites: BSC 1010 or completion of a course in Cellular Biology, or high school biology within the last five years, or mastery as demonstrated by departmental examination.

This is the first of a two semester course designed for students pursuing academic degrees in the biological, medical or other health-related fields. The lecture will emphasize the physiology of the human body in the context that structure determines function. The course will begin with an overview of relevant chemistry and the cell. This will be followed by in depth studies of bones, integumentary system, bone issue, muscle tissue, the nervous system, and special senses. It is strongly recommended that the accompanying laboratory BSC 1085L be taken concurrently with the lecture.

BSC 1085L ANATOMY AND PHYSIOLOGY I LABORATORY-AA

3 laboratory hours 1 Credit

Corequisite: BSC 1085.

This laboratory complements the lecture and should be taken concurrently with BSC 1085. The laboratory utilizes a hands on approach that emphasizes the anatomy of each system using microscopes, models, and computer dissection software. The systems covered are tissues, bones, muscles, the nervous system, and special senses.

BSC 1086 ANATOMY AND PHYSIOLOGY II-AA

3 class hours 3 Credits

Prerequisite: BSC 1085.

This is the second of a two-part course in human anatomy and physiology. Lecture emphasizes the physiology of the endocrine, cardiovascular, lymphatic, immune, respiratory, digestive, urinary and reproductive systems. It is strongly recommended that the accompanying laboratory BSC 1086L be taken concurrently with the lecture.

BSC 1086L ANATOMY AND PHYSIOLOGY II LABORATORY-AA

3 laboratory hours 1 Credit

Corequisite: BSC 1086

This laboratory should be concurrent with BSC 1086. The laboratory utilizes a hands-on approach with models, fresh and preserved mammalian tissue specimens, computer dissection software, and *interactive physiology software*. The systems examined are the same as those covered in the lecture.

HSC 1531 MEDICAL TERMINOLOGY-AA

3 Class hours 3 Credits

This course is designed to provide a basis for understanding, utilizing, and pronouncing the vocabulary used by health care professionals. The language of medicine becomes understandable through the study of word roots, combining forms, prefixes, and suffixes. Major diseases processes and pathological conditions of specific body systems will be discussed, along with the diagnostic and surgical terms. Classroom exercises in forming words, pronunciation, and defining root words will also be included. This course has no accompanying laboratory and therefore cannot be used to meet the science requirement at Edison Community College.

~ Astronomy ~

AST 2005 ASTRONOMY I-AA

3 Lecture hours 3 Credits

Prerequisite: MAC 1102 or higher, or permission of instructor

Part one of a two-semester sequence designed to provide an orientation to the night sky and hands-on use of the astronomer's tools in the study of our solar system. AST 2005 and AST 2006 can be taken in any order but each must be taken concurrently with laboratory.

AST 2005L ASTRONOMY I LABORATORY-AA

1 laboratory hours 1 Credit

This is the first of a two-semester course utilizing astronomy tools, incorporating a laboratory which utilizes an observatory, planetarium and astrophotography or imaging equipment. This course is only to be taken in conjunction with the accompanying lecture AST 2005.

AST 2006 ASTRONOMY II-AA

3 lecture hours 3 Credits

Prerequisite: MAC 1102 or higher or permission of instructor.

Part two of the two-semester astronomy sequence described above. AST 2006 goes beyond the solar system to explore

the workings of stars and galaxies, as well as, the origin and expansion of the universe. AST 2005 and AST 2006 can be taken in any order but each must be taken concurrently with laboratory.

AST 2006L ASTRONOMY II LABORATORY-AA

1 laboratory hours

1 Credit

This more advanced laboratory makes continued use of observatory-collected data through imaging equipment, as well as Internet-accessible data, through use of Hubble telescope images. This course is only to be taken in conjunction with the accompanying lecture AST 2006.

~ Biological Science ~

BSC 1010 BIOLOGICAL SCIENCE I-AA

3 Class hours

3 Credits

Prerequisite: CHM 2030 Strongly recommended

The physical, chemical and biological principles involved in cellular activity are covered in this course. Emphasis will be placed upon cellular respiration, nutrition, gas exchange, cellular transport, metabolic regulation, cellular reproduction and heredity. This course is designed for science, psychology or health science majors.

BSC 1010L BIOLOGICAL SCIENCE I LABORATORY-AA

3 laboratory hours

2 Credits

This laboratory, which accompanies Biological Science I emphasizes the development of scientific reasoning and data collection skills. Emphasis is placed upon the formulation of a problem statement and the development of appropriate investigational techniques for review of a scientific hypothesis. Field laboratory activity is a frequent component of this laboratory.

BSC 1011 BIOLOGICAL SCIENCE II-AA

3 Class hours

3 Credits

Prerequisite: BSC 1010

The Physical, chemical and biological principles involved in mitosis, meiosis, heredity, organismal development, evolution and ecology will be covered in this course. Overview of the taxonomy and diversity of anatomical and physiological aspects of viruses, monera, protista, plants and animals will be presented.

BSC 1011L BIOLOGICAL SCIENCE II LABORATORY-AA

3 laboratory hours

2 Credits

This laboratory course investigates the taxonomy of life through illustration of the diversity of organisms. Frequently, laboratory activities will include field collections both on and off campus.

BSC 1030 ENVIRONMENTAL BIOLOGY: MAN AND ENVIRONMENT-AA

3 Class hours

3 Credits

A nonscience-major approach to topics in environmental science with an emphasis on the impact of humans. Contemporary ecological issues will be discussed and related to problems of local, regional, national and global concern. A telecourse option for this course is periodically offered with the broadcast series, "The Race to Save the Planet."

BSC 1030L ENVIRONMENTAL BIOLOGY: MAN AND ENVIRONMENT LABORATORY-AA

3 laboratory hours

2 Credits

The laboratory will involve field trips, exercises and discussions and debates that relate to topics covered in the

lecture part of this course. Some of these lab experiences will focus on local environmental problems, as well as national and global issues.

BSC 1051 ENVIRONMENTAL BIOLOGY: SOUTH FLORIDA ENVIRONMENTS-AA

3 class hours

3 Credits

Designed for students of all majors, this course will focus on the study of the natural processes, field study methods and identification of biotic and abiotic components of the major ecosystems of south Florida.

BSC 1051L ENVIRONMENTAL BIOLOGY: SOUTH FLORIDA ENVIRONMENTS LABORATORY-AA

3 laboratory hours

2 Credits

The laboratory portion of this course is built around field investigations of soil composition, water quality, species richness and diversity, and other appropriate parameters. Field trips will reflect the variety of ecosystems in southern Florida and may include facilities which are located off campus.

MCB 2013 MICROBIOLOGY-AA

3 class hours

3 Credits

Prerequisites: BSC 1010 or BSC 1011 or BSC 1085

A basic course for health-related programs and biology majors. Lecture includes fundamentals of microbiology, microbial control, pathogenic microorganisms, viruses, infection, and host resistance.

MCB 2013L MICROBIOLOGY LABORATORY-AA

3 laboratory hours

1 Credit

A laboratory overview including a variety of exercises in the use of microscopes, staining techniques, isolation and identification of microorganisms as well as other related experiments.

~ Botany ~

BOT 2010C BOTANY with laboratory-AA ()**

4 combined class and laboratory hours

4 Credits

Prerequisite: BSC 1010

Lecture, laboratory and field experience in morphology, development, genetics, and systems of plants. Ecological relationships are stressed.

~ Chemistry ~

CHM 2030 INTRODUCTION TO COLLEGE CHEMISTRY-AA

3 class hours

3 Credits

Co-requisite: MAC 1102 or MGF 1113 or permission of professor

CHM 2030 is a one-semester course designed as a preparatory course both for those students planning to enter the CHM 2045/2046 sequence or those planning to take CHM 2031. This introductory course covers matter, energy and measurements, problem solving techniques, the atom and periodic table, chemical bonding, chemical formulas, chemical reactions, stoichiometry, gases, liquids, solutions and acids and bases, equilibrium, kinetics and thermodynamics. **This course must be taken concurrent with its accompanying laboratory chm 2030L.**

CHM 2030L INTRODUCTION TO COLLEGE CHEMISTRY LABORATORY-AA

3 laboratory hours

1 Credit

This laboratory, which must accompany the CHM 2030 lecture, begins by emphasizing the appropriate use of units

(*) Preparatory credit. Does not count toward a degree.

(**) Offered if sufficient demand

and mathematical techniques important to chemistry and to science and health disciplines in general. An introduction to chemistry laboratory sampling and measurement techniques is included in the second half of the course.

CHM 2031 INTRODUCTION TO ORGANIC AND BIOLOGICAL CHEMISTRY-AA

3 lecture hours 3 Credits

Prerequisites: CHM 2030 or CHM 2045

This course provides an introduction to organic and biochemistry for students pursuing degrees in the health areas, such as B.S. in Nursing. CHM 2031 cannot be used to fulfill the AA science requirement since it has no accompanying laboratory.

CHM 2045 GENERAL CHEMISTRY I-AA

3 class hours 3 Credits

Prerequisites: CHM 2030 (No student will be allowed to begin CHM 2045 without CHM 2030 completed unless written permission is first obtained from the professor.)

CHM 2045 is the first half of a two semester general chemistry sequence. It will deal, in depth, with the topics of matter, chemical measurement, stoichiometry, atomic theory, bonding and molecular geometries.

CHM 2045L GENERAL CHEMISTRY I LABORATORY-AA

3 laboratory hours 2 Credits

This general chemistry laboratory emphasizes chemical measurement techniques and stoichiometry. The use of a graphing calculator for the collection of data, as well as, analysis and presentation of data will be an integral part of this laboratory experience.

CHM 2046 GENERAL CHEMISTRY II-AA

3 class hours 3 Credits

Prerequisite: CHM 2045

CHM 2046 is the second part of the two semester General Chemistry sequence. It will cover thermodynamics, equilibrium, kinetics, oxidation-reduction and electrochemistry.

CHM 2046L GENERAL CHEMISTRY II LABORATORY-AA

3 laboratory hours 2 Credits

This accompanying laboratory emphasizes thermodynamics and kinetics through appropriate laboratory-based investigations. Data collection techniques with graphing calculators, computers, and spectrophotometers are important features of this laboratory.

CHM 2210 ORGANIC CHEMISTRY I-AA

4 class hours 4 Credits

Prerequisites: Student must have completed the CHM 2045/CHM 2046 sequence prior to enrollment.

This is the first part of a college-level two-semester organic chemistry course designed for students entering such fields as Medicine, Dentistry, Chiropractic, Pharmacy and other 4-year-plus programs in the Health area as well as the Physical Science areas.

CHM 2210L ORGANIC CHEMISTRY I LABORATORY-AA

3 laboratory hours 1 Credit

This general organic chemistry laboratory includes a development of basic macroscale measurement techniques in organic chemistry.

CHM 2211 ORGANIC CHEMISTRY II-AA

4 class hours 4 Credits

Prerequisites: CHM 2210

CHM 2211 is the second part of the two semester Organic Chemistry sequence.

CHM 2211L ORGANIC CHEMISTRY II LABORATORY-AA

3 laboratory hours 1 Credit

The second organic chemistry laboratory utilizes microscale techniques in organic chemistry.

~ Geology ~

GLY 1000 EARTH REVEALED-AA

3 class hours 3 Credits

Earth Revealed is an independent study multimedia course in the earth sciences. It includes twenty-six half-hour television programs addressing such topics as mineralogy, volcanism, environmental geology and plate tectonics. Generally, this course serves as a brief introduction to the major principles of physical geology.

GLY 1000L EARTH REVEALED LABORATORY-AA

3 seven-hour laboratory modules 1 Credit

This modular approach to the study of modern geology incorporates three seven-hour modules for the intensive necessary to complement a geology telecourse. Module 1 includes planetary and structural geology. Module 2 emphasizes the study of minerals, igneous sedimentary and metamorphic rocks. Module 3 provides skills necessary to read aerial and terrain maps as well as reviewing ground water and shoreline geologic processes.

GLY 1010 PHYSICAL GEOLOGY-AA

3 class hours 3 Credits

Prerequisites: None

For both science and non-science majors. Includes the study of the earth's structure, three major rock classifications, minerals, and the erosion factors of waters and soils. May be taken before or after GLY 1100.

GLY 1010L PHYSICAL GEOLOGY LABORATORY-AA

3 laboratory hours 2 Credits

Prerequisites: None

In addition to developing skill with mineral and rock classifications and erosion factors, the student will develop proficiency with aerial and surface map-reading skills, as well as development of the scientific method and paradigm to analyze written, verbal and visual communication.

GLY 1100 HISTORICAL GEOLOGY-AA

3 class hours 3 Credits

Study of the earth's history through the study of rock layers, the interpretation of fossils, environmental conditions in which fossils existed, the dynamic interactions which brought about changes in earth structure, the interpretation of the historical records and the evolutionary changes occurring among certain marine life and land flora and fauna. May be taken before or after GLY 1010.

GLY 1100L HISTORICAL GEOLOGY LABORATORY-AA

3 laboratory hours **2 Credits**

During this laboratory, the student will study topographic and geological maps, fossils, and mineral materials that support the historical development of the planet earth.

~ Marine Science ~

OCB 2010 MARINE BIOLOGY-AA ()**

3 class hours **3 Credits**

Prerequisite: BSC 1010 or one year of high school biology, or permission of instructor.

Introduction to the biology of the sea and elementary oceanography. Emphasis on living organisms of the sea and their marine environment.

OCB 2010L MARINE BIOLOGY LABORATORY-AA ()**

3 Laboratory hours **2 Credits**

This laboratory emphasizes field collection methods and organism identification is stressed. Measurements are made with respect to the physio-chemical properties of the sea and water column profiles, as well as the pattern of waves in currents. The taxonomy laboratory includes identification of a variety of invertebrate and vertebrate organisms. Boat-centered field experiences are frequently utilized.

OCE 1001 INTRODUCTORY OCEANOGRAPHY I-AA

3 class hours **3 Credits**

Prerequisite: None

An interdisciplinary approach covering geology, physics, and chemistry as they relate to the study of oceanography. Course topics to be covered will include plate tectonics (continental drift and sea floor spreading), properties of sea water, ocean currents, tides, waves, marine sediments, and classification of oceanic environments. Field activities will complement classroom activity. **This course can be taken in any order with OCE 1002.**

OCE 1001L INTRODUCTORY OCEANOGRAPHY I LABORATORY-AA

3 Laboratory hours **2 Credits**

Field and laboratory based activities will provide an important link between the lecture material and the physics and environmental aspects of the ocean environment. Laboratory topics include the study of continental margins, ocean basins, marine sediments, seawater chemistry, ocean physics, ocean currents, wind waves, and the effects of tides and coastal features.

OCE 1002 INTRODUCTORY OCEANOGRAPHY II-AA

3 class hours **3 Credits**

Prerequisite: None

A survey of biological oceanography with special emphasis on the classification and diagnostic features of the major groups (phyla) of marine organisms. Field trips are an integral part of this course. **This course can be taken in any order with OCE 1001.**

OCE 1002L INTRODUCTORY OCEANOGRAPHY II LABORATORY-AA

3 Laboratory hours **2 Credits**

Emphases on taxonomy and marine life adaptations are the key to this field-based laboratory. Activities include study of primary nutrients, food chains, the distribution of life in the estuary, marine adaptations, taxonomic identification and ecological issues, as well as plankton and large invertebrate identification. The development of fish population estimate

parameters and strategies for assessing fish age and growth are important field issues for this laboratory.

OCG 1001 OCEANUS-AA

3 class hours **3 Credits**

Prerequisite: None

A self-paced, open enrollment, elective course in Oceanography. This course is designed for non-science majors and it is an interdisciplinary course which covers the fields of Marine Geology, Physical Oceanography, Chemical Oceanography, and Marine Biology. The student works independently with a detailed workbook of assigned readings, study questions and video tapes for each of the 30 units. Course is suitable for general elective credit only and cannot be used as partial fulfillment of the AA science requirement since it has no accompanying laboratory.

~ Nutrition ~

HUN 1001 FUNDAMENTALS OF NUTRITION AA

3 class hours **3 Credits**

Prerequisites: None

Basic fundamentals in relation to the normal diet, application to menu making and food preparation. Special emphasis on retention of nutrients and nutritional deficiency diseases. This course cannot be used to meet the AA Science requirement since it has no accompanying laboratory.

~ Physical Science ~

PHY 1007 PHYSICS FOR THE HEALTH SCIENCES-AS

3 class hours **3 Credits**

Prerequisite: MAC 1102, MGF 1113 or higher.

One semester course for students in the health sciences who need a background in physics which is broad in scope and stresses applications in the health field. This course cannot be used to meet the AA science requirement since it has no accompanying laboratory.

PHY 1039 PRELUDE TO PHYSICS-AA

3 class hours **3 Credits**

Prerequisites: MAC 1102

A problem solving course designed to prepare students with little or no physics background to go into either PHY 1053 or PHY 2048. Topics include vectors, Newton's Laws, energy, simple machines, simple harmonic motion, heat, fluids and ideal gases. This course cannot be used in partial fulfillment of the AA science requirement since it has no accompanying laboratory.

PHY 1053 FUNDAMENTALS OF PHYSICS I-AA

3 class hours **3 Credits**

Prerequisites: MAC 1140 and MAC 1114 or MAC 2132

A non-calculus introduction to physics; primarily for pre-professional and technical students. The topics of mechanics, heat, and sound are covered in the first session.

PHY 1053L FUNDAMENTALS OF PHYSICS I LABORATORY-AA

3 laboratory hours **2 Credits**

This required laboratory develops fundamental skills necessary to the understanding of physics, including experiments which demonstrate the properties of motion, force, work and energy, momentum and collision, circular motion and gravitation, and rotational motion. Fluid behavior demonstrated by liquids and gases, as well as the

principles of sound, are explored through analysis of vibrational and wave-like behavior.

PHY 1054 FUNDAMENTALS OF PHYSICS II-AA
3 class hours **3 Credits**
Prerequisites: MAC 1140 and MAC 1114 or MAC 2132

Second half of two semester physics sequence. Topics covered in this part include light and electricity.

PHY 1054L FUNDAMENTALS OF PHYSICS II LABORATORY-AA
3 laboratory hours **2 Credits**

This accompanying laboratory illustrates the concepts of light and electricity through experiments and demonstrations of thermodynamics, electric charge, force and energy, electric currents and resistance, magnetism and electromagnetic induction. Optics are demonstrated through the use of reflection and refraction of light, utilizing mirrors and lenses.

PHY 2048 GENERAL PHYSICS I-AA
3 class hours **3 Credits**
Prerequisites: MAC 2311/MAC 2312 (MAC 2312 may be taken concurrently)

A traditional calculus based comprehensive physics course. Topics covered in the first semester include mechanics, heat and sound.

PHY 2048L GENERAL PHYSICS I LABORATORY-AA
3 laboratory hours **2 Credits**

This laboratory utilizes comprehensive experiments and data collection that would serve to illustrate Newton's laws, work and energy, rotation, gravity, mechanics of solids and fluids and vibrational energy from sound and mechanical sources.

PHY 2049 GENERAL PHYSICS II-AA
3 class hours **3 Credits**
Prerequisites: PHY 2048

Second half of the two semester calculus based physics sequence. Topics include electricity and magnetism.

PHY 2049L GENERAL PHYSICS II LABORATORY-AA
3 Laboratory hours **2 Credits**

This accompanying laboratory includes investigation to illustrate the kinetic theory of gases, the first and second law of thermodynamics, Coulomb's law, Gauss' law, capacitance and Ohm's law. Demonstrations and manipulations of direct and alternating current circuits, magnetic fields and Ampere's and Faraday's laws. Investigations of the electromagnetic spectrum utilizing Maxwell's equations are introduced.

~ Zoology ~

ZOO 2010 ZOOLOGY-AA ()**
3 class hours **3 Credits**
Prerequisite: BSC 1010

Lecture, laboratory, and field experience in the morphology, physiology, development, genetics, and systematics of vertebrate and invertebrate animals and their environmental relationships. Ecological relationships are emphasized.

ZOO 2010L ZOOLOGY LABORATORY-AA()**
3 laboratory hours **1 Credit**

This laboratory utilizes field collection activities to demonstrate the morphology, physiology and development of a variety of vertebrates and invertebrates. Morphological

and physiological differences are contrasted with behavioral and environmental relationships in the field.

SOCIOLOGY

SYG 1000 INTRODUCTION TO SOCIOLOGY-AA
3 class hours **3 Credit**

A study and analysis of the structure of society encompassing traditional, cooperative, competitive, and conflict behavior as a result of group social interaction.

SYG 1010 CONTEMPORARY SOCIAL PROBLEMS-AA
1-3 class hours **1-3 Credits**

An analysis of contemporary social problems in American society presented in a combination of film and discussion format. Students may enroll for the entire 3 credit course but they can opt to take any of the following modules for 1 credit a piece:

1. Crisis in Health Care; Problems of Substance Abuse; Crime & Violence; New Economic Realities.
2. Poverty, Prejudice & Discrimination; Sex Roles & The Changing Family; An Aging Society.
3. Education & International Competition, The Environmental Crisis; Population, Immigration & Urban Decay; War, Terrorism, & the Global Economy.

SYG 2430 MARRIAGE AND THE FAMILY-AA
3 class hours **3 Credits**

An examination of the nuclear family; its origins, history, status at present, and struggle for survival. Attention is given to male-female relationships, changing lifestyles, conflict, parenthood, and divorce.

WST 2010 INTRODUCTION TO WOMEN'S STUDIES-AA
3 class hours **3 Credits**

The Major emphasis of this course is on sex difference and the manner in which such differences affect human lives and institutions. Historical perspective and options for the future will be considered as well as contemporary issues.

SPEECH

SPC 1010 FUNDAMENTALS OF SPEECH COMMUNICATIONS-AA
3 class hours **3 Credits**

Principles and practices in basic speech communications with emphasis on student participation in a variety of speaking-listening experiences common to everyday situations. Techniques of speech preparation, content, presentation, listening evaluation are taught with the aid and use of audio visual equipment, all designed to increase student understanding of the interactive nature of oral communication.

STUDENT LIFE SKILLS

SLS 1101 COLLEGE SUCCESS SKILLS-AA
3 class hours **3 Credits**

This course is designed to make the adjustment of the first time entering college student, as well as the reentering student, more comfortable and successful; to help the student develop effective learning strategies and techniques in order to be successful in college studies. The overall emphasis of the course is to positively impact the academic performance, social adjustment, and personal growth of the student.

SLS 1371 PORTFOLIO DEVELOPMENT-AS
1 class hour **1 Credit**
Prerequisite: Permission of instructor.
 The portfolio is a method whereby students can document prior experiential learning obtained outside the college classroom. This course focuses on the development of the portfolio, the compilation of documentation, and the appropriate presentation for assessment of the portfolio.

SLS 2261 LEADERSHIP DEVELOPMENT-AA
3 credit hours
 This course has as its central focus the development of leadership ability. The course provides a basic understanding of leadership, assists participants in developing a personal philosophy of leadership, an awareness of the moral and ethical responsibilities of leadership, and an awareness of one's own ability and style of leadership.

TELEVISION

See Media

THEATRE ARTS

THE 1020 INTRODUCTION TO THEATRE-AA
3 class hours **3 Credits**
 Introductory study of the elements of drama and the process of theatrical production, with special emphasis on reading, analyzing and experiencing contemporary drama. Note: Students concentrating in Theatre Arts should take this course before or concurrently with Acting 1.

THE 1925, 2925 THEATRE PERFORMANCE AND PRODUCTION-AA
6 studio hours **1 Credit**
 Rehearsal and performance in a major college or professional production. Open auditions. Each course may be repeated once for credit.

THE 2100 THEATRE HISTORY AND LITERATURE-AA
3 class hours **3 Credits**
 A comprehensive survey of the development of the Theatre and its literature from its beginnings to modern times, to include reading and discussion of plays representative of each significant theatrical period and study of their relationship to their cultural and social setting.

TPA 1200, 2200 FUNDAMENTALS OF THEATRE PRACTICE I-II-AA
6 studio hours **1 Credit**
 Instruction and practical experience in stagecraft, design, lighting, costume in connection with college or professional productions. Each course may be repeated once for credit.

TPP 1110, 1111 ACTING I-II-AA
3 class hours **3 Credits**
Prerequisite or Co-requisite: THE 1020 or permission of instructor.
 Principles and techniques of acting with production of selected scenes.

TPP 2112 ACTING III-AA
3 class hours **3 Credits**
 Continuation of TPP 1110-1111 to include styles of acting and basic directing problems.

**ADMINISTRATION
&
FACULTY**

EXECUTIVE ADMINISTRATION

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B.A., University of Texas, Austin
M.A., East Texas State University
Ph.D., University of Texas, Austin
- SLUSHER, James A. Executive Vice President,
Provost, Lee Campus
B.S., M.S., Ed.D., University of Tennessee
- JONES, Robert R. ... Vice President, Administration & Finance
A.A.S., Navarro College
B.A., University of Texas, Austin
M.B.A., University of Texas, Tyler
- NOLTE, Harold E. Vice President, Student Services
A.A., McLennan Community College
B.S., M.S., Baylor University
Ed.D., Mississippi State University

GENERAL ADMINISTRATION

Charlotte County Campus

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M.A., Western Michigan University
Ph.D., Michigan State University
- LAWES, Annette Counselor/Business
B.A., University of the West Indies
M.Ed., Columbia University
M.B.A., Pace University
- O'LEARY, Jerry Coordinator, Physical Plant Operations
- REYNOLDS, Jamie G. Campus Director,
Learning Resources/Charlotte
B.A., Georgia State College
M.L.S., Florida State University

Collier County Campus

- TRAINA, Louis J. Provost
B.A., M.A., Seton Hall University
Ed.D., Columbia University
- FUHRI, Jr., Carl W. .. Coordinator, Physical Plant Operations
B.A., Newark State College
- HELTSLEY, Warren L. ... Coordinator, Continuing Education
A.A., Gateway Technical Institute
B.A., Carthage College
- RODRIGUEZ, Robert Campus Director, Learning
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M.L.S., Florida State University
- SOTO, M. Cristina Counselor
B.A., M.Ed., Florida Atlantic University

Admissions and Records

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B.A., M.Ed., Florida Atlantic University
M.B.A., University of Miami

Counseling, Advising & Assessment

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B.S., Oregon State University
M.Ed., Springfield College
Ph.D., Kansas State University
- DENNISON, Rodney Transfer Counselor
B.S., Lincoln Memorial University
M.Ed., E. Tennessee State University-Chattanooga
M.S., University of Tennessee-Chattanooga
- POTTS, Susan P. Assessment Counselor
B.A., Russell Sage College
M.S.Ed., College of St. Rose

- MORRIS, Kathleen B. Retention Counselor
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M.A., University of Redlands
- GREENE, Nancy Coordinator

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M.A., Southeast Missouri State University
- URGO, Tracey L. Foundation Specialist
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B.Arch., University of Florida
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- LOLLIS, Paul C. Software Consortium Program Director

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B.S., Florida Southern College
M.Ed., Mississippi State University
GUTIERREZ, Marisela Women's Softball Coach
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B.A., University of West Florida

Student Development

PAVLAK, Kimberly A.M., ... Specialist
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M.A., Michigan State University
SOLIS, Melanie L. Specialist
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Minority Student Services

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VACANT

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 M.M., Ph.D., Florida State University

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 Ph.D., North Texas State University

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 M.Phil. University of York (England)

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 A.M., West Virginia University
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Cardiovascular Technologies

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 B.S., University of South Florida

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CRABB, Richard M. Clinical Coordinator
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SWANSON, Coleen Clinical Coordinator
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KENNEY, Barbara L. Clinical Coordinator
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Mathematics

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GARRETT, Laurice A. Professor
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M.A., Glassboro State College
Ph.D., University of South Florida
HICKS, Lloyd R. Professor
B.S., M.Ed., University of Illinois
LEWIN, JoAnn P. Professor
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M.A., Washington University
MIDDLEBROOKS, James A., Jr. Professor
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SMITH, Ronald Professor
B.S., University of Illinois
M.S., Southern Illinois University
Ph.D., University of South Florida
VAN GLABEK, Helen Joan Professor
B.S., Virginia Polytechnic Institute
M.S., George Mason University
Ph.D., University of Maryland

Nursing

RUDER, Shirley Director
B.S.N., University of Miami
M.Ed., Florida International University
M.S.N., Loyola University
Ed.D., Northern Illinois University
WEEKS, Deborah Clinical Coordinator
A.A., B.S.N., M.S.N., University of Florida
IDLE-LANDSKRONER, Glenda Nursing Lab Supervisor
A.D.N., Edison Community College
B.S.N., M.S.N., University of South Florida

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B.A., M.S., Ph.D., University of Maryland
MCKENNA, Catherine Coordinator Collier Campus
B.S.N., Boston College
M.S.N., Anna Maria College

TRACEY, Gail L. Coordinator Lee Campus
A.S., Edison Community College
B.S.N., M.S.N., University of South Florida

Nursing

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B.S.N., The Ohio State University
BISHOP, JoAnn B. Professor
B.S.N., Bellarmine College
M.Ed., University of Louisville
MORRISON, Marie A. Professor
B.A., Ottawa University
R.N., Geisinger Medical Center of Nursing
M.A., University of South Florida
SCHAEFER, Walter G. Professor
B.S.N., Long Island University
M.S.N., Adelphi University
TUMEY, Mary Professor
B.S.N., Sangamon State University
WARBURTON, Irene Professor
B.S.N., Molloy College
M.A., University of South Florida

Sciences

Basic Science

SMITH, Gregory Professor
B.A., Ph.D., University of South Florida

Biology

ALLEN, Constance Professor
B.A., Anderson University
M.S., Indiana University
FELDEN, Richard A. Professor
B.A., Hunter College
M.S., Ph.D., Rutgers University
HARPER, Valerie Professor
B.S., University of Miami
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HART, Joseph L. Professor
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**GLOSSARY
OF
TERMS,
HELPFUL
INFORMATION
AND
INDEX**

AA-Associate in Arts Degree. A two-year degree designed for transfer to another college or university to complete a four-year degree.

AS-Associate in Science Degree. A technical two-year degree for students pursuing career training instead of a four-year degree.

Accreditation-Certification that a college has met established standards and is nationally recognized by SACS (the Southern Association of Colleges and Schools) the regional accrediting association. Edison is fully accredited.

ACT-Enhanced-American College Testing Program. One of the assessment tests accepted for entry/placement at Edison.

Advanced Placement-Earning of college credits prior to enrollment at Edison (usually during high school) by passing certain examinations, such as those administered by the College Entrance Examination Board.

Articulation Agreement-State Board of Education rules that establish provisions to facilitate the smooth transition of students through the secondary, community college and university educational systems.

Assessment-Initial testing and subsequent evaluation of students to aid in placement and progress in reading comprehension, writing, English, arithmetic and algebra.

Audit-Regular credit course taken for **no-credit**. Students are exempt from tests but usually must adhere to class prerequisites. The cost is the same for credit courses.

Buc Week-Homecoming Edison Style! A week of events sponsored by Student Activities, Student Government and other student organizations, which is traditionally held during the Fall. Typical activities include carnival games, contests, picnic, raft race, concerts, etc.

CLAST (College Level Academic Skills Test)-State required test of college-level competency given to students who have completed at least 18 credit hours, ENC 1101 and 1102 and one Mathematics course as required for students pursuing an Associate in Arts degree who have not demonstrated competencies by alternative means. Associate in Science degree-seeking students who are planning to transfer to a state university and AS students seeking financial aid must take the CLAST.

CLEP (College Level Examination Program)-CLEP is an examination provided by College Board through which credit may be awarded in specified subjects. Meeting the minimum passing score is required for awarding of credit applicable toward a degree. Information is available in the Counseling Center.

College Night-An evening for students, prospective students, families and friends to visit Edison and meet representatives of more than 100 colleges and universities. Usually held in the Fall semester.

Continuing Education-A variety of non-credit subjects offered to the community through Edison.

C.E.U. (Continuing Education Unit)-One C.E.U. is awarded for every ten contact hours of instruction in an organized continuing education/non-credit course.

CONAP-Programs and special services designed to meet unique needs of active-duty military personnel.

Corequisite-A course which must be taken at the same time as another course.

Credit by Examination-The award of credit based on the demonstration of knowledge as assessed on an examination. Examples of this include Advanced Placement, International Baccalaureate and CLEP programs.

Credit Hour-A credit is an artificial unit which represents the number of hours one spends each week in class over the course of one semester. For example, a student enrolled in ENC 1101 (3 credits) spends approximately 3 hours weekly for approximately 16 weeks in class.

Cross Enrollment-A student enrolled at a college or university where a degree is sought, who is taking certain specified courses at another institution at the same time in order to meet particular degree requirements (see Transient Student).

Degree Seeking Student-One whose admission requirements have been fully met and who is working toward a degree.

Distance Learning-The systematic effort to reach potential learners who may be excluded from the traditional classroom by constraints of time, place and/or circumstance. Edison telecourses are an example of distance learning.

Dual Enrollment-A student enrolled at two educational institutions (a high school and a community college) concurrently. See your high school counselor for information. (This term also applies to enrollment in community college and a state university in Florida concurrently.)

Early Admission-Full-time enrollment at Edison by eligible high school students. Permission of high school is required, as well as 3.0 GPA and college-level placement scores in English, Reading and Math. See your high school counselor for information.

Educational Plan-A plan of required and elective courses which are selected to assist students in reaching their academic goals.

EGL-The Edison Guiding Light program consists of student assistants who work in the Office of Student Development. They assist in student recruitment and retention.

ESL-English as a Second Language. A series of courses offered to students for whom English is not their primary language.

Fee-A non-refundable financial charge for services rendered, such as admission, laboratory fees, special tests, etc.

Financial Aid Transcript-Official record of financial aid funds received by a student. This is required of all students who transfer from another institution and apply for financial assistance at Edison.

FCELPT-Florida College Entry Level Placement Test is an academic assessment test for students who have not taken a placement within two years prior to enrollment. The FCELPT is used for placement into either college level classes or college preparatory courses.

Foreign Language Requirement-A requirement of Florida's state universities. Universities generally require two years of the same foreign language at the high school, or 8-10 credit hours at the community college level.

Full-Time Student-Enrollment for 12 or more semester hours in Fall Spring or Summer, 6 or more semester hours in A or B parts of each semester, (often referred to as mini-semesters). Non-degree students are not permitted to enroll full-time.

General Education-A specific number of semester hours of basic liberal arts courses required as foundation in the Associate in Arts degree program.

Grade-Alphabetical measures of academic success ranging from excellent (A) to failure (F).

Grade Forgiveness Policy-The Grade Forgiveness Policy permits students to repeat a course in an attempt to improve a grade. Repeating a course is permissible only for courses in which a student earned a "D" or an "F." **A student will be limited to two (2) repeats per course.** Upon a third attempt, the grade issued will be the final grade for that course.

GPA-(Grade Point Average)-Dividing total quality points earned by total credit hours attempted, resulting in a decimal figure ranging from 4.0 downward.

Graduation Check-Formal list of courses completed/requirements required for a degree. Prepared by Advising/Counseling.

Grant-Non-repayable financial aid funds awarded for college expenses to qualified students.

Half-time Student-Enrollment for 6-8 semester hours in Fall, Spring or Summer semesters; or 3 credits in A or B parts of each semester.

International Student-A student who has entered the United States on a nonimmigrant visa (most often an individual on a student visa). Immigrants, refugees and U.S. citizens who do not speak English as a native language are not classified as international students at Edison.

Learning Assistance-(LA)-A math, reading and writing support center for scheduled classes, referrals, and drop-in students needing help with academic reading, writing and math projects. (LA is sometimes referred to as DLA-the Department of Learning Assistance.)

Mann Hall-The Barbara B. Mann Performing Arts Center is located on the Lee Campus.

Mini-semester-A short semester (approximately eight weeks) of credit instruction. Also referred to as Fall A or B, Spring A or B, Summer A or B.

Non-credit-A continuing education course for which college credit is not granted.

Part-time Student-Enrollment for less than 12 semester hours in Fall, Spring or Summer—under 6 hours, or less than six semester hours in A or B of each semester (also known as a mini-semester). A part-time student may be degree seeking or non-degree seeking.

Prerequisite-A course which must be satisfactorily completed before entering a higher level related course.

Probation-A status given to students who fail to maintain satisfactory academic progress.

Quality Points-The value, ranging from "4" to "0" for grades "A" to "F" multiplied by the number of credits i.e., 3 credits x A(4pts.)=12 quality points for all courses completed. Used in determining grade point average (GPA).

Registration-The process of enrolling for courses. May be accomplished in person, by telephone (using REGGIE), by fax, or by mail.

Residency-Students must prove Florida residency for at least 12 calendar months to be eligible for in-state tuition. Further information is available in the Admissions Office.

Scholarships-Financial assistance for college expenses granted by donors to qualified recipients. Further information is available in the Financial Aid Office.

SAT-Scholastic Achievement Test. One of the tests accepted for entry placement at Edison.

Semester-Time period during which classes meet. Fall, Spring and Summer sessions are approximately 16 weeks each. A and B, referred to as mini-semesters, are approximately eight weeks. A three credit course meets approximately 45 clock hours during a semester or mini-semester.

Semester Hour-See credit hour.

Student Support Services-Support, advising, counseling, assessment, tutoring and other services provided to students who are qualified due to educational, economic, cultural, verbal or physical disadvantage. A federally funded program.

Student Activities-The office responsible for coordinating social, cultural, intellectual, recreational, leadership, group development, campus and community service projects, lectures and concert programs, and advising for student organizations.

Student Classification-Pertains to full-time, part-time, regular or special, freshman or sophomore, audit or credit, career or university parallel, etc.

Student Government Association-(SGA)-Official representatives of the student body to the administration in matters concerning student life.

Student Course Load-Number of credit hours carried each semester.

Suspension-Status under which a student is no longer permitted to attend college for specific periods of time.

Telecourse-a college credit course presented on television station "WSFP" Channel 30. Contact 1- 800-749-2ECC, Ex 1078.

Transcript-Official record of courses and grades housed in the Records Office.

Transfer Student-Student who has attended another post-secondary educational institution.

Transient Student-One who attends a few classes at one educational institution to complete degree requirements and course work at another institution. A transient student letter from the host institution *must* accompany the student at the time of admission to Edison.

Tuition-Financial charge for each credit hour of instruction.

Tutorial Assistance-Special academic help in specified subjects.

University Parallel Program-Courses of study leading to Associate in Arts degree, which equates with the first and second level requirements of a bachelors degree.

Withdrawal-A student can withdraw (by completion of proper forms) without academic penalty from any course in a term by the mid-point in that term. Withdrawals after that date will be granted only through established institutional procedures. **A student will be limited to two (2) withdrawals per course.** Upon the third attempt, the student will not be permitted to withdraw, and will receive a grade for that course.

Helpful Information

Questions	Department	Lee County	Collier County	Charlotte County
Academic Petitions	Records	489-9317	732-3702	639-8322
Academic Standing, Probation, Suspension, Reinstatement	Records & Admissions	489-9317	732-3702	639-8322
Academic Advisement	Academic Advisement	489-9365	732-3703	639-8322
Add/Drop or Change Course	Registration	489-9363 489-9319	732-3701/3702	639-8322
Admissions	Admissions	489-9361	732-3701/3702	639-8322
Books and Classroom Supplies	Bookstore	489-4818	732-3738	639-8322
Career and Personal Counseling	Counseling Center	489-9230	732-3703	639-8322
Career Assessment	Counseling Center	489-9320	732-3703	639-8322
Career Resources	Career Resource Center	489-9387		
CLAST Testing Information	Counseling Center	489-9383	732-3703	639-8322
CPT Testing Information	Assessment Center	489-9383	732-3703	639-8322
Dual Enrollment	Admissions	489-9361 489-9360	732-3701/3702	639-8322
Emergencies	Public Safety	489-9203 TTY489-9010	732-3712	639-8327
Evaluation of Transcripts	Admissions	489-9361/ 489-9360		
Financial Aid	Financial Aid	489-9336	732-3705	639-8322
Graduation	Records	489-9320		
Information General/ New Students	Office of Student Development	489-9318	732-3703	639-8322
International Students	Admissions	489-9361	732-3701/3702	639-8322
Hendry/Glades County Information	Coordinator's Office at LaBelle	674-0408/ 674-0921		
Loans	Financial Aid	489-9336	732-3705	639-8322
Lost and Found	Public Safety	489-9203	732-3712	639-8322
New Students/Orientation	Counseling Center	489-9230	732-3703	639-8322
Pay College Fees, Adjustment in College Bills	Cashiers Office	489-9386	732-3714	639-8322
Parking Stickers	Cashiers Office	489-9384	732-3214	639-8222
Registration	Registration	489-9363	732-3701/3702	639-8322
Scholarships	Financial Aid	489-9336	732-3705	639-8322
Student Activities	Office of Student Development	489-9063	732-3768	639-8322
Student Employment	Human Resources	489-9293	732-3768	639-8322
Student Organizations	Office of Student Development	489-9063	372-3768	639-8322
TTY Machine for Hearing or Speech Impaired	Student Services	489-9093	732-3788	
Telecourse Office	Public Safety	489-9010		
Telephone Registration "Reggie"	Distance Learning	489-9078	1-800-749-2ECC	Ext. 1078
Traffic Violations	Public Safety	489-4437	732-0235	629-2112
Transcripts and Academic Records	Records	489-9203 489-9317	732-3712 732-3701/3702	639-8322
Transfer into Edison	Admissions	489-9361/ 489-9360	732-3701/3702	639-8322
Transfer credits out of Edison	Records	489-9317	732-3701/3702	639-8322
Veteran Benefits	Financial Aid	489-9336	732-3705	639-8322
Withdrawal from College before Last Day to Withdraw with a "W"	Registration	489-9363/ 489-9319	732-3701/3702	639-8322
Work Study	Financial Aid	489-9336	732-3705	639-8322

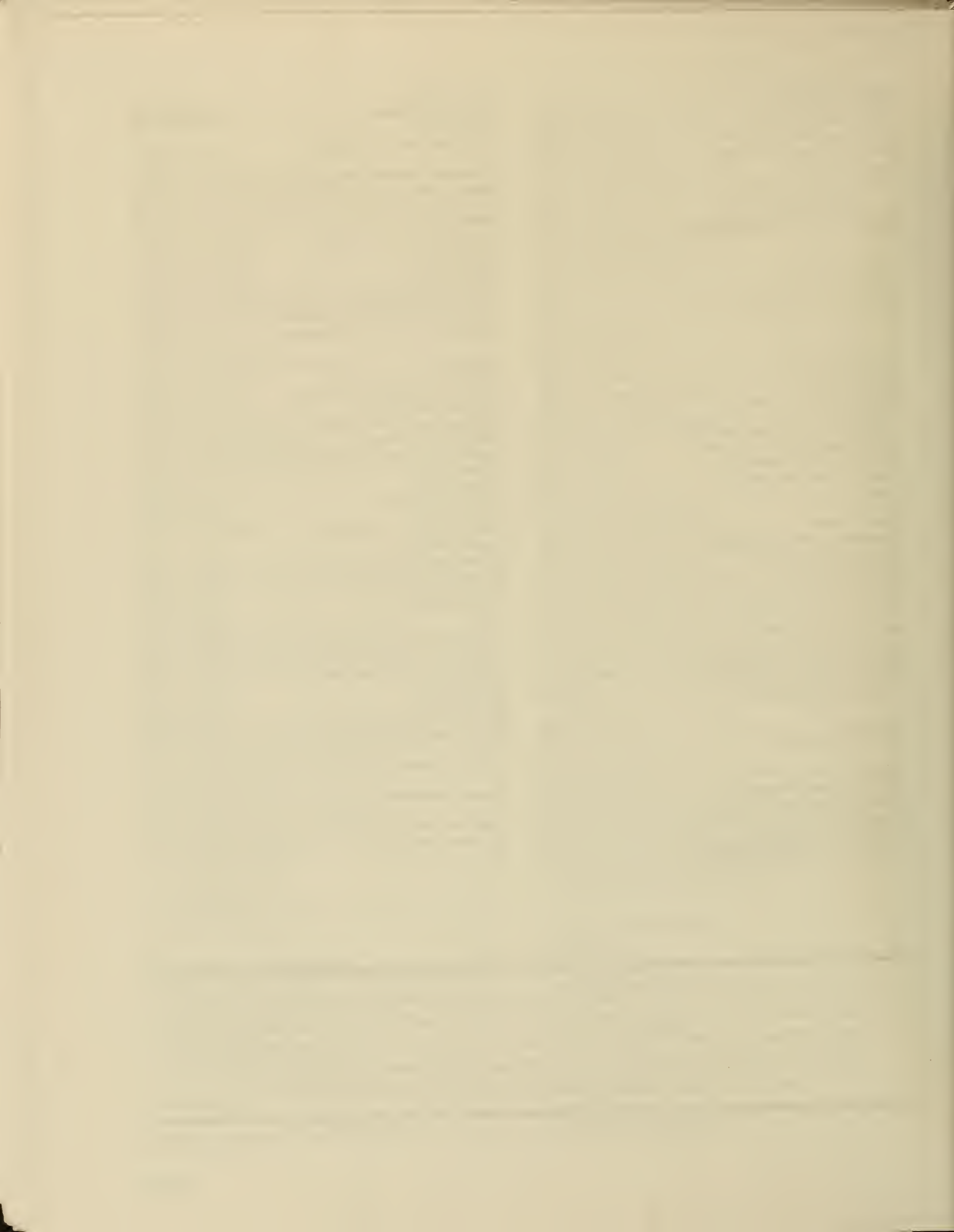
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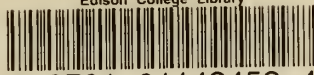
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Programs, activities and facilities of Edison Community College are available to all on a non-discriminatory basis, without regard to race, color, creed, religion, sex, age, disability, marital status, or national origin. The College is an Equal Access, Equal Opportunity Employer. Questions pertaining to educational equity, equal opportunity or equal access should be addressed to the Director of Human Resources.



Edison College Library



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Edison Community College

Post Office Box 06210
Fort Myers, Florida 33906-6210



Charlotte County Campus

26300 Airport Road
Punta Gorda, Florida 33950
941/637-5600

Collier County Campus

7007 Lely Cultural Parkway
Naples, Florida 33962
941/732-3700

Lee County Campus

8099 College Parkway
Fort Myers, Florida 33919
941/489-9300